



**Universities of Wisconsin  
BURSARS/CONTROLLERS  
CONFERENCE  
April 2024**

---

April 10<sup>th</sup> and 11<sup>th</sup>, 2024

Hosted by:  
Universities of Wisconsin Administration



Spring 2024 Bursar/Controller's In-Person  
Conference April 10<sup>th</sup> and 11<sup>th</sup>, 2024  
Madison, WI  
Hosted by UW System Administration

**Wednesday, April 10, 2024**

**The Madison Concourse Hotel**

**Capital Ballroom A**

**9:30 – 10:00 – Registration and Refreshments**

**10:00 – 10:30 – Welcome/Introductions – Before Tab 1**

- *Welcome – Sean Nelson, Vice President for Finance and Administration*
- *Introductions*

**10:30 – 10:45 – Future State Model, BPI&A update**

- 1) *Update from shared services regarding the centralization of purchasing card audits and the estimated costs to each campus for this service. (GBY)*
- 2) *Would like to know what the plan is for sending Accounting and HR processes to Shared Services. (STO)*

**10:45 – 11:00 Strategic Sourcing Transformation – Tab 1**

**ATP Updates – Tab 2**

**11:00 – 11:45 MKE revenue categories and transfer**

- *Any impacts to SIS will also need to be approved by SIS, post Cash to Accrual implementation*

**Controller Roundtable Topics Related to ATP Updates**

*Ledger Accounts/Spend Categories/Revenue Categories discussion (MIL)*

**11:45 – 12:00 SIS project update – Cash to Accrual**

**12:00 – 1:00 – Lunch**

**1:00 – 1:30 – Customers**

- *Sales Tax - Customer Invoices*
- *Virtual Credit Cards*
- *Credit Card Payment Sites*

**Controller Roundtable Topics Related to ATP Updates**

*For the ancillary systems that each campus has determined as a “keep” system for Workday (ie. Campus Police system – T2), what are the thoughts from the other campuses on how to best handle the Accounts Receivable getting into Workday on day 1 and going forward? And, how often will each campus be posting the AR entries related to these ancillary systems into Workday? Are there any campuses that are already putting these transactions into SFS today? If so, what do those processes/steps look like for those campuses today? (PLT)*

**1:30 – 2:30 Financial Accounting**

- *Period Close*

**2:30 – 2:45 – Break & Networking**



**2:45 – 3:30 – Banking and Settlement**

- 990 walk-through

**Controller Roundtable Topics Related to ATP Updates**

*Cash Reconciliation ATP and 990 Journals. (ATP)*

- *Student Refunds*
- *Miscellaneous Payment Request*

**3:30 – 4:30 – Miscellaneous Topics**

- *Management Reporting Book*
  - *GPR as Revenue*
  - *Auxiliary Accrual Entries*
- *Deployment & Cutover*
- *EAP Workshop*

**4:30 – 4:45 – Wrap Up and Open Discussion**

**Controller Roundtable Topics Related to ATP Updates**

*What are campuses doing in WD in addressing the CS chargeback institutional allocations. Most specifically those that are billed 1x/FY*

*a) Does anyone have an automated process? Will you continue with accounting journal? Move towards ISD?*

*b) Once allocation \$s are calculated, will you create a recurring monthly journal (alt. quarterly?) for budget/actuals to assist CC/Div managers for fiscal responsibility.*

*Our current process: some are based on FTE (internal unified communications), others based on payroll, and/or total expenditures. Additionally for the expenditures, the dept must have exceeded \$10k in the prior year, and the charge allocated per dept must exceed \$10. Best practice suggestions... (RVF)*

**4:45 – Adjourn**

**5:00 – 6:00 – Social Hour – Assembly Room – 1<sup>st</sup> floor**

**6:00 – Dinner – Assembly Room – 1<sup>st</sup> floor**



Spring 2024 Bursar/Controller's In-Person  
Conference April 10<sup>th</sup> and 11<sup>th</sup>, 2024  
Madison, WI  
Hosted by UW System Administration

**Thursday, April 11, 2024**

**The Madison Concourse Hotel**

**Capital Ballroom A**

**7:30 – 8:00 – Breakfast and Refreshments**

**8:00 – 9:30 – Student Information System Cash to Accrual – Tab 3**

- *Accrual Accounting Training Preview*
- *Write Off/Allowance for Doubtful Accounts*

**Controller Roundtable Topics Related to Student Billing**

- 1) *Transcript holds and new legislation (GBY/PLT/STP/WTW/RVF)*
  - ❖ *Bursar Email 3/13/24: There is a plan to revise SYS 236 – Collections and Write-offs to remove the authority to withhold transcripts. OGC is working on draft language which will be incorporated into the policy and routed through the normal policy processes.*
- 2) *Rolling up tuition item types for the fall term so statements are easier to read. (EAU/LAC)*
- 3) *Brief DOE/Financial Aid Identity Theft Update. Future strategy? (OSH)*
- 4) *Tuition Plateau (PLT)*
  - ❖ *Bursar Email 3/13/24: Universities have the authority to do this now. RPD 31-1 – Tuition Policy provides guidance on this including needing to present proposals to the Board of Regents and request their approval. There is no policy change needed.*
- 5) *Showing anticipated financial aid on student bills (STP)*
- 6) *Thoughts on increasing balance thresholds for registration with transcript holds going away. (MSN)*
- 7) *Collection Practices (RVF/STP)*
- 8) *Payment Plans (RVF)*
- 9) *How are campuses planning on allocating write-offs? According to the charges that were written-off, or an allocation across charges? (MSN)*

**9:30 – 10:00 – Minnesota Reciprocity – Tab 4**

**10:00 – 10:15 – Break & Networking**

**10:15 – 11:15 – Financial Reporting Updates – Tab 5**

- *Yearend Financial Reporting Entries*
- *Workiva Reporting*
- *Nonmonetary Accounting entries*
- *Tuition Discounting*

**Controller Roundtable Topics Related to Financial Reporting**

- 1) *Discuss gift-in-kind acceptance and reporting to board of regents. What are other campuses policies around reporting and accepting gifts-in-kind? Do they have a minimum amount for Regent reporting? (GBY)*



Spring 2024 Bursar/Controller's In-Person  
Conference April 10<sup>th</sup> and 11<sup>th</sup>, 2024  
Madison, WI  
Hosted by UW System Administration

### **11:15 – 12:00 – Controller Updates – Tab 6**

- **Cash Management – Nightly US Bank deposit account bank sweep**
- **[Year-End Timeline](#) and [Checklist](#)**
- **Harmony Project**

### **Controller Roundtable Topics Related to Controller Updates**

- 1) **Form WT-11 Issues. If a non-resident entertainer gets paid at two campuses less than \$7,000 at each campus, but collectively receives over \$7,000 for the year between the two payments, is it the responsibility of the campus who hosts the entertainer last to cover the 6% withholding for both performances? Do campuses have a check in their A/P process to see if a vendor has been paid by another campus when reviewing invoices for payment? (LAC)**
- 2) **Internal Audit Schedule for next year (PLT)**
- 3) **Emergency Fund - Fund 112 Do we all have to use the System BP Logix Form? (RVF)**
- 4) **Is there some consistency we want to establish around Student Org funds donated to the Foundation? (STO)**
- 5) **With the campuses centralizing the depository accounts, is there a best practice we should be instituting in supplying the information to potential depositors? When we supply non-student depositors our banking information, we do it through Citrix, a secure file process. From an internal control perspective should we all be doing it the same way? (PKS)**

### **12:00 – 12:15 – Boxed Lunch**

### **OPTIONAL POST CONFERENCE**

### **12:15 – 1:45 – Bankruptcy and collection issues training – Tab 7**

### **1:45 – 2:00 – Break & Networking**

### **2:00 – 3:30 – Bankruptcy and collection issues training (Continued)**

### **Teams link for entire conference:**

## **Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 243 282 538 765

Passcode: WsrxJR

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

SPRING 2024 CONTROLLERS & BURSAR CONFERENCE		
LIST OF ATTENDEES		
	Name	Email
Eau Claire	Amanda Brummond	<a href="mailto:brummoaa@uwec.edu">brummoaa@uwec.edu</a>
	Jackie Kriesel	<a href="mailto:kriesejd@uwec.edu">kriesejd@uwec.edu</a>
	Kim O'Kelly	<a href="mailto:weigelkb@uwec.edu">weigelkb@uwec.edu</a>
Green Bay	Michele Brown	<a href="mailto:brownm@uwgb.edu">brownm@uwgb.edu</a>
	SuAnn Detampel	<a href="mailto:detampes@uwgb.edu">detampes@uwgb.edu</a>
	Rachel Grose	<a href="mailto:groser@uwgb.edu">groser@uwgb.edu</a>
La Crosse	Carlena Goddeau	<a href="mailto:cgoddeau@uwlax.edu">cgoddeau@uwlax.edu</a>
	Mark Haakenson	<a href="mailto:mhaakenson@uwlax.edu">mhaakenson@uwlax.edu</a>
	Derek Norby	<a href="mailto:dnorby@uwlax.edu">dnorby@uwlax.edu</a>
	Spencer Wyman-Green	<a href="mailto:sgreen@uwlax.edu">sgreen@uwlax.edu</a>
Madison	Kirk Anderson	<a href="mailto:kdanderson3@wisc.edu">kdanderson3@wisc.edu</a>
	Robyn Bolton	<a href="mailto:robyn.bolton@wisc.edu">robyn.bolton@wisc.edu</a>
	Graig Brooks	<a href="mailto:grraig.brooks@wisc.edu">grraig.brooks@wisc.edu</a>
	Nicki Burton	<a href="mailto:nburton2@wisc.edu">nburton2@wisc.edu</a>
	Lea Erickson	<a href="mailto:lea.erickson@wisc.edu">lea.erickson@wisc.edu</a>
	David Honma	<a href="mailto:david.honma@wisc.edu">david.honma@wisc.edu</a>
	Anthony Lotton	<a href="mailto:anthony.lotten@wisc.edu">anthony.lotten@wisc.edu</a>
	Susie Maloney	<a href="mailto:susie.maloney@wisc.edu">susie.maloney@wisc.edu</a>
	Ginger Perkins	<a href="mailto:ginger.perkins@wisc.edu">ginger.perkins@wisc.edu</a>
	Laura Rader	<a href="mailto:Laura.rader@wisc.edu">Laura.rader@wisc.edu</a>
	Elizabeth Straw	<a href="mailto:estraw@wisc.edu">estraw@wisc.edu</a>
Andy Taylor	<a href="mailto:andy.taylor@wisc.edu">andy.taylor@wisc.edu</a>	
Milwaukee	Tony Helmke	<a href="mailto:helmkea@uwm.edu">helmkea@uwm.edu</a>
Oshkosh	Sarah Anderson	<a href="mailto:anderssb@uwosh.edu">anderssb@uwosh.edu</a>
	Andrew Braatz	<a href="mailto:braatza@uwosh.edu">braatza@uwosh.edu</a>
	Mai Lee	<a href="mailto:leemai@uwosh.edu">leemai@uwosh.edu</a>
Parkside	Ann Iverson	<a href="mailto:iversona@uwp.edu">iversona@uwp.edu</a>
	Meredith Maseman	<a href="mailto:maseman@uwp.edu">maseman@uwp.edu</a>
	Shawn Montgomery	<a href="mailto:montgoms@uwp.edu">montgoms@uwp.edu</a>
Platteville	Jay McDermott	<a href="mailto:mcdermottja@uwplatt.edu">mcdermottja@uwplatt.edu</a>
	Nick Rauch	<a href="mailto:rauchn@uwplatt.edu">rauchn@uwplatt.edu</a>
River Falls	Tracy Biederman	<a href="mailto:tracy.biederman@uwrf.edu">tracy.biederman@uwrf.edu</a>
	Deb Carlson	<a href="mailto:deborah.carlson@uwrf.edu">deborah.carlson@uwrf.edu</a>
	Rachel Knuth-Matteson	<a href="mailto:rachel.knuthmatteson@uwrf.edu">rachel.knuthmatteson@uwrf.edu</a>
	Jody Nichols	<a href="mailto:jody.nichols@uwrf.edu">jody.nichols@uwrf.edu</a>
Stevens Point	Jamie Bednarek	<a href="mailto:jbednare@uwsp.edu">jbednare@uwsp.edu</a>
	Kim Letlebo	<a href="mailto:kletlebo@uwsp.edu">kletlebo@uwsp.edu</a>
	Teri Michalski	<a href="mailto:tmichals@uwsp.edu">tmichals@uwsp.edu</a>
Stout	Tracey Bauer	<a href="mailto:bauertra@uwstout.edu">bauertra@uwstout.edu</a>
	Cheryl Schmidt	<a href="mailto:schmidche@uwstout.edu">schmidche@uwstout.edu</a>
	Kim Schulte-Shoberg	<a href="mailto:schulte-shobergk@uwstout.edu">schulte-shobergk@uwstout.edu</a>
Superior	Shaun Marshall	<a href="mailto:smarsha2@uwsuper.edu">smarsha2@uwsuper.edu</a>
	Karen Popp	<a href="mailto:kpopp1@uwsuper.edu">kpopp1@uwsuper.edu</a>
Whitewater	Trisha Barber	<a href="mailto:barbert@uww.edu">barbert@uww.edu</a>
	Katie Patterson	<a href="mailto:pattersokm21@uww.edu">pattersokm21@uww.edu</a>
	Bridget Skeels	<a href="mailto:skeelsb@uww.edu">skeelsb@uww.edu</a>
System Administration	Cora Beach	<a href="mailto:cbeach@uwsa.edu">cbeach@uwsa.edu</a>
	Renee Copes	<a href="mailto:rcopes@uwsa.edu">rcopes@uwsa.edu</a>
	Rod Dole	<a href="mailto:rdole@uwsa.edu">rdole@uwsa.edu</a>
	Lisa Evers	<a href="mailto:leyers@uwsa.edu">leyers@uwsa.edu</a>
	Julie Gordon	<a href="mailto:jgordon@uwsa.edu">jgordon@uwsa.edu</a>
	Ginger Hintz	<a href="mailto:ghintz@uwsa.edu">ghintz@uwsa.edu</a>
	Vicki Kissack	<a href="mailto:vkissack@uwsa.edu">vkissack@uwsa.edu</a>
	Jessica Laeseke	<a href="mailto:jlauseke@uwsa.edu">jlauseke@uwsa.edu</a>
	Scott Larson	<a href="mailto:slarson@uwsa.edu">slarson@uwsa.edu</a>
	Julia Lengyel	<a href="mailto:jlengyel@uwsa.edu">jlengyel@uwsa.edu</a>
	Denise McDonald	<a href="mailto:dmcDonald@uwsa.edu">dmcDonald@uwsa.edu</a>
	Jan Prusha	<a href="mailto:jprusha@uwsa.edu">jprusha@uwsa.edu</a>
	Cathy Riedl-Farrey	<a href="mailto:criedl-farrey@uwsa.edu">criedl-farrey@uwsa.edu</a>
	Diann Sypula	<a href="mailto:diann.sypula@uwss.wisconsin.edu">diann.sypula@uwss.wisconsin.edu</a>
	Brent Tilton	<a href="mailto:btilton@uwsa.edu">btilton@uwsa.edu</a>
	Christopher Thome	<a href="mailto:cthome@uwsa.edu">cthome@uwsa.edu</a>
Lindsay Woznick	<a href="mailto:lwoznick@uwsa.edu">lwoznick@uwsa.edu</a>	



# CONTROLLERS/BURSAR CONFERENCE

SPRING 2024



# WELCOME SEAN NELSON, VICE PRESIDENT FOR FINANCE AND ADMINISTRATION





# INTRODUCTIONS

- Name & Campus
- Role and how long have you been in your current role



# Tab 1

# Strategic Sourcing



# **UWSA Procurement Strategic Sourcing Transformation 2024**



# UW SYSTEM PROCUREMENT

UW System  
Procurement  
Strategic Sourcing

**STRATEGIC**

UW Shared Services  
Purchasing Services

**OPERATIONAL**



# UW SYSTEM PROCUREMENT

## STRATEGIC

- Category Management
- Business Case Development
- Supplier Relationship Mgmt.
- Data Analysis

## OPERATIONAL

- UWSS Purchasing
- Staff Augmentation
- Campus Assistance
- Central Services



# STRATEGIC CATEGORIES

## **Auxiliary Services**

- Dining Services
- Prime Vending
- Pouring Rights
- Vending
- Travel Services
- On-Site Banking / ATM
- Bookstore/Spirit-ware
- Laundry Services
- Janitorial outsourcing
- Student Health Svcs outsourcing
- Executive Search
- A/E Gift & Grant Construction
- Business Mgmt. Consulting Svcs

## **Information Technology Services**

- Enterprise Software
- Multi-Campus Software
- Software Licensing
- Hardware
- Maintenance & Support
- IT Consulting
- Digital Platforms
- Information Security
- Cloud Services
- XaaS
- IT Acquisition Center of Excellence (IT CoE)



# STRATEGIC SOURCING GOALS

- Leverage spend data to increase innovation, quality and customer service.
- Collaborate with Shared Services and Campus Purchasing offices to drive cost efficiencies with the goal of achieving cost savings of 10% to 15%.
- Identify and create strategic partnerships with UW stakeholders and key Supplier relationships
- Develop business cases for each strategic category through utilization of historic data analysis, market research and data discovery.
- Revise policies as needed, increase compliance, modify procedures for efficiency and maximize cost savings.
- Educate campuses on procurement policies and support services to increase on-contract spend.

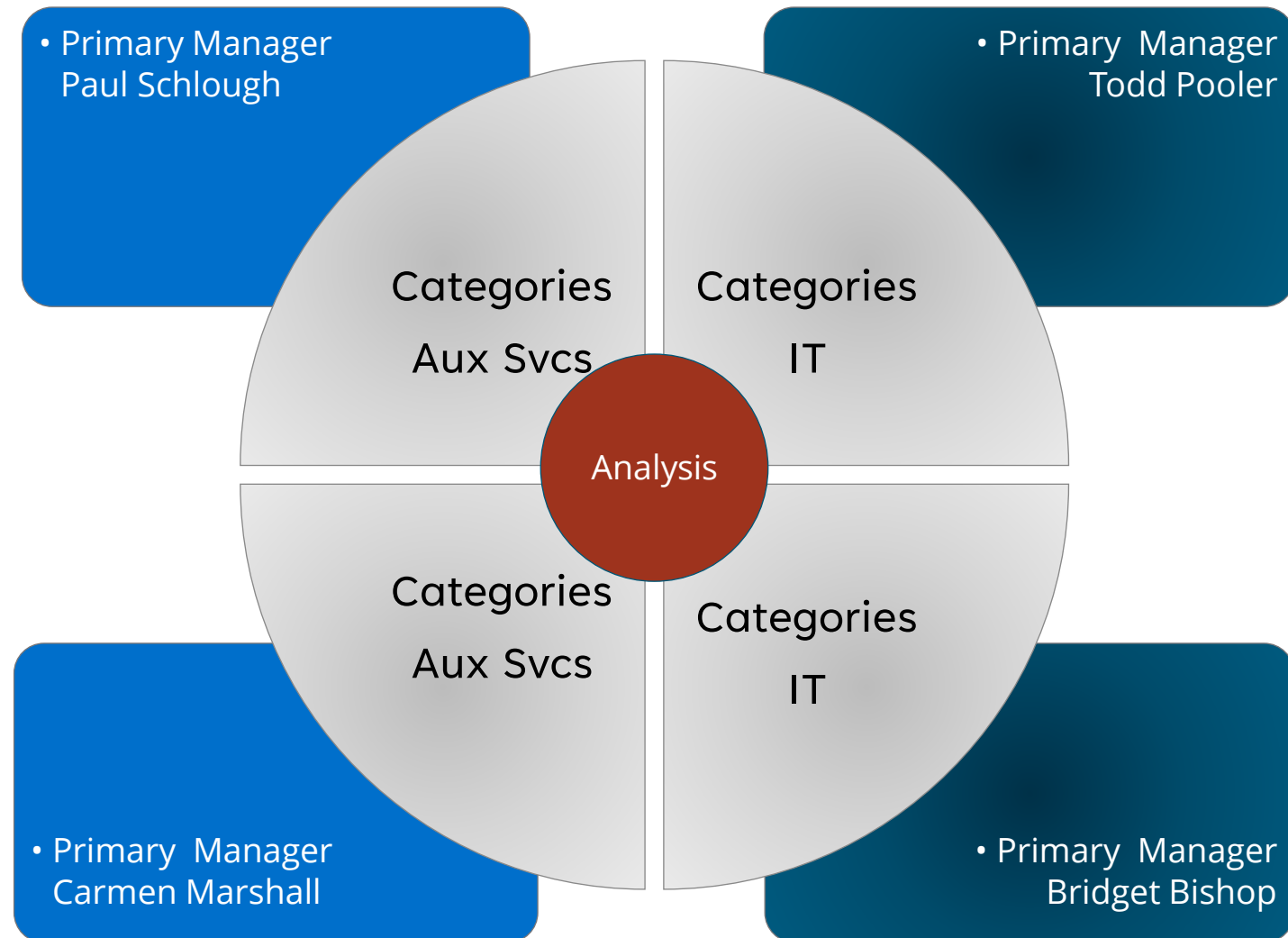


# STRATEGIC SOURCING (BIG PICTURE)



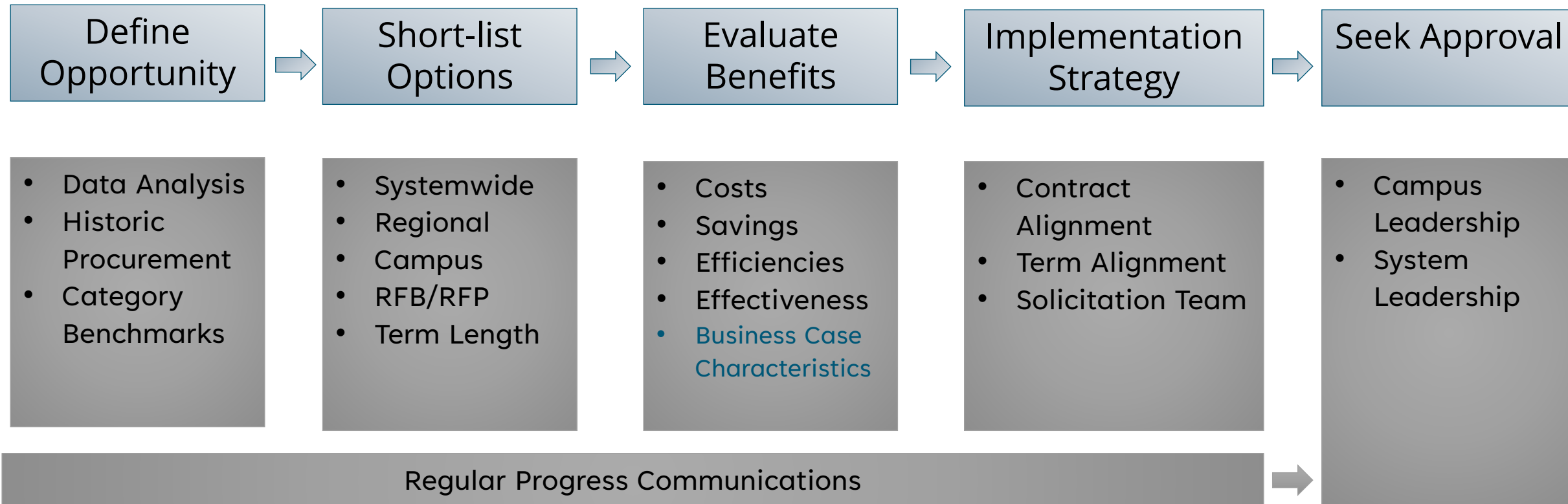


# CATEGORY MANAGEMENT





# BUSINESS CASE DEVELOPMENT





# BUSINESS CASE LIBRARY



**DINING**

**Prime Vending**

**Onsite Banking**

**Student Health Services**

**POURING RIGHTS**

**Travel Services**

**Campus Bookstore**

**Laundry Services**

**Enterprise Software**

**IT CoE**

**IT CoE**

**Hardware**

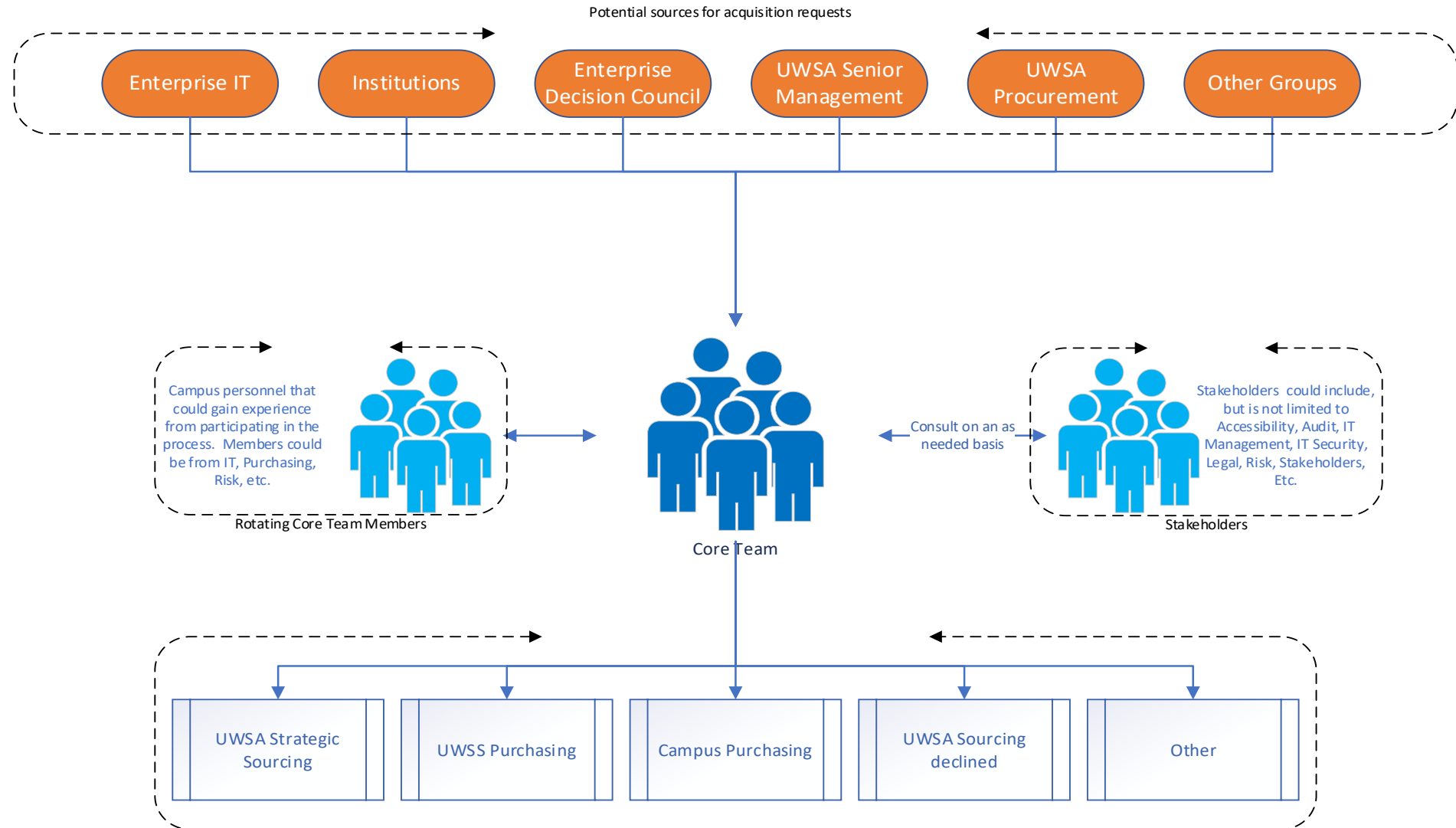


# SUPPLIER RELATIONSHIP MANAGEMENT

- Quarterly Business Reviews (QBRs)
- Metrics (KPIs) / Dashboard
- Compliance Monitoring
- Supplier Roadmap
- Best Practices
- Consolidations of Services
- Contract Pricing Oversight



# UWSA IT Acquisition Center of Excellence





THANK YOU

Get more Information at:



# Tab 2

## Administrative Transformation Program (ATP)

# ATP - Pre / Post Ledger Opportunities

April 10, 2024

# Agenda

## 1. Guiding Principles

## 2. Pre-Workday Opportunities

## 3. Enhancing Workday FDM

- Tuition & Remissions
- Transfers

## 4. Future Topics

- Fee Simplifications
- Fund Hierarchy
  - Addition of a Deferred Maintenance Fund

1

---

## Guiding Principles



# Guiding Principles

- What is best for Universities of Wisconsin
- Improved Campus-wide Alignment
  - Align recording of Tuition & Fees in the General Ledger both pre / post Workday with published fee schedules
  - Simplify and support data conversions
  - Standardized framework that acknowledges specific nuances by College / Support Unit
- Impactful data insights
  - Supports regulatory compliance requirements and reporting
  - Bolsters external accounting and financial reporting requirements
  - Strengthens / enhances management reporting needs and requirements
  - Encourages transparency and confidence in Budgets / Forecasts
- Simplifies or Strengthens a business process

# 2

---

## Pre-Workday(Post Cash to Accrual) Opportunities



# General Ledger Accounts Requested

## Associate Tuition & Fees

- Add Ledger Account by term across Resident, Non-Resident, Minnesota Reciprocity, Midwest to separate Associate Tuition Revenue vs recoding in UG Tuition Revenue
- Add Ledger Accounts by term to separate Distance Education vs recording Assoc / UG / Grad together (needed to track by program as this will be a high growth area)
- Add Ledger Accounts by term to separate Associate Segregated Fees vs recording in UG / Grad Segregated Fees

## Undergraduate Tuition & Fees

- Add Ledger Accounts by term to separate Distance Education vs recording Assoc / UG / Grad together (needed to track by program as this will be a high growth area)
- Add Ledger Accounts by term to record Differential tuition (Credit Hour & Program)

## Graduate Tuition & Fees

- Add Ledger Accounts by term to separate Dissertator Tuition Revenue across Resident, Non-Resident, Minnesota Reciprocity, Midwest from Regular Tuition Revenue
- Add Ledger Accounts by term to separate Distance Education vs recording Assoc / UG / Grad together (needed to track by program as this will be a high growth area)
- Add Ledger Accounts by term to record Differential tuition (Credit Hour & Program). Possibly decommission Business and Non-Business surcharge Ledger Accounts

# 3

## Enhancing Workday FDM



# Tuition & Remissions

Improved visibility & analytic capabilities

## Align the Recording of Tuition Revenue / Remission with Budgeting & Forecasting

- Easily identify components of Net Tuition (Billed & Remissions)
- Record the Remissions as a contra-revenue
- Leverage program worktag to identify differential and distance education programs
- Support of Driver-Based Enrollment & Tuition Model

### Use Case:

Record resident graduate tuition and accompanying remissions

#### Current State

Ledger	RC	Program / Project	Debit	Credit	Description
1000		Null	\$ 5,132.77		Cash
9133		Null		\$ 4,350.32	Resident Grad Tuition-Fall
9292		Null		\$ 782.45	Segregated UG / Grad Fees-Fall

#### Workday

Ledger	RC	Program / Project	Debit	Credit	Description
1000		Null	\$ 5,132.77		Cash
4001	RC00203	Null		\$ 5,350.32	Resident Grad Tuition-Fall
4001	RCxxxx	Null		\$ (1,000.00)	Resident Grad Tuition Remission-Fall
xxxx	RC00231	Null		\$ 782.45	Segregated UG / Grad Fees-Fall

### Use Case:

Record resident graduate tuition, accompanying remissions & Business Masters Surcharge (Differential)

#### Current State

Ledger	RC	Program / Project	Debit	Credit	Description
1000		Null	\$ 6,474.45		Cash
9133		Null		\$ 4,350.32	Resident Grad Tuition-Fall
9114		Null		\$ 1,341.68	Business Masters Surcharge-Fall
9292		Null		\$ 782.45	Segregated UG / Grad Fees-Fall

#### Workday

Ledger	RC	Program / Project	Debit	Credit	Description
1000		Null	\$ 6,474.45		Cash
4001	RC00203	PG000001		\$ 5,350.32	Resident Grad Tuition-Fall
4001	RCxxxx	PG000001		\$ (1,000.00)	Resident Grad Tuition Remission-Fall
4001	RC00224	PG000001		\$ 1,341.68	Differential Grad Surcharge-Fall
xxxx	RC00231	PG000001		\$ 782.45	Segregated UG / Grad Fees-Fall

# Driver-Based Net Tuition Model

This approach allows UWM to have strategic conversions to influence the drivers and quantify the impacts

Resident Tuition	FY 2022	FY 2023	FY 2024			FY 2025		
	Total 2021	Total 2022	Total 2023	\$ Change	% Change	Total 2024	\$ Change	% Change
Enrollment (Excluding Online Programs)	39,990	38,866	38,603	(263)	-0.7%	39,272	669	1.7%
<b>FTE Conversion Rate</b>	82.7%	81.3%	81.4%			81.5%		
FTE	33,077.8	31,600.3	31,425.9		-0.6%	32,000.4	574.5	1.8%
Fee Schedule	\$ 3,897.94	\$ 3,900.34	\$ 4,069.60	\$ 169.26	4.3%	\$ 4,177.95	\$ 108.35	2.7%
Gross Tuition (Billed)	\$ 128,935,201	\$ 123,252,245	\$ 127,890,874	\$ 4,638,629	3.8%	\$ 133,696,222	\$ 5,805,348	4.5%
<b>Uncollectable Rate</b>	1.8%	1.3%	1.3%			1.3%		
Uncollectable	\$ (2,212,598)	\$ (1,516,923)	\$ (1,599,923)	\$ (83,000)	5.5%	\$ (1,673,182)	\$ (73,259)	4.6%
Adjusted Gross Tuition (GL)	\$ 126,722,603	\$ 121,735,322	\$ 126,290,950	\$ 4,555,628	3.7%	\$ 132,023,039	\$ 5,732,089	4.5%
<b>Remission Rate</b>	4.5%	4.6%	4.6%			4.6%		
Remission	\$ (5,809,466)	\$ (5,667,422)	\$ (5,868,552)	\$ (201,130)	3.5%	\$ (6,134,931)	\$ (266,379)	4.5%
Net Tuition (GL)	\$ 120,913,137	\$ 116,067,900	\$ 120,422,398	\$ 4,354,498	3.8%	\$ 125,888,108	\$ 5,465,710	4.5%
<b>Tax Rate</b>	40%	40%	40%			40%		
Tax	\$ (48,365,255)	\$ (46,427,160)	\$ (48,168,959)	\$ (1,741,799)	3.8%	\$ (50,355,243)	\$ (2,186,284)	4.5%
Net Tuition After Tax	\$ 72,547,882	\$ 69,640,740	\$ 72,253,439	\$ 2,612,699	3.8%	\$ 75,532,865	\$ 3,279,426	4.5%

# Driver-Based Net Tuition Model Analytics

Price / Volume / Mix

## Tuition Price / Volume / Mix (All Semesters)

	FY2023				FY2024	
	PY	Price	Volume	Mix	CY	
Resident	\$ 123,252,245	\$ 5,319,146	\$ (697,677)	\$ 17,160	\$ 127,890,874	
Non-Resident	\$ 6,779,173	\$ 69,894	\$ (145,080)	\$ (39,158)	\$ 6,664,829	
Minnesota	\$ 182,159	\$ (9,080)	\$ 86,372	\$ (38,271)	\$ 221,180	
MSEP / ILL	\$ 6,550,379	\$ 261,270	\$ (594,213)	\$ 254,569	\$ 6,472,005	
<b>Total</b>	<b>\$ 136,763,956</b>	<b>\$ 5,641,229</b>	<b>\$ (1,350,598)</b>	<b>\$ 194,301</b>	<b>\$ 141,248,888</b>	

## Price Impact

	FY2023		FY2024		Change in	
	PY Price per Unit	CY Price per Unit	Price	Price Impact		
Resident	\$ 3,900.34	\$ 4,069.60	\$ 169.26	\$ 5,319,146		
Non-Resident	\$ 5,667.83	\$ 5,727.90	\$ 60.07	\$ 69,894		
Minnesota	\$ 2,136.80	\$ 2,052.54	\$ (84.27)	\$ (9,080)		
MSEP / ILL	\$ 1,960.49	\$ 2,042.97	\$ 82.47	\$ 261,270		
<b>Total</b>	<b>\$ 3,775.63</b>	<b>\$ 3,938.33</b>	<b>\$ 162.71</b>	<b>\$ 5,641,229</b>		

## Mix Impact

	FY2023		FY2024		Change in % of	
	% of Volume PY	% of Volume CY	Volume	Mix Impact		
Resident	87.2%	87.6%	0.4%	\$ 17,160.11		
Non-Resident	3.3%	3.2%	-0.1%	\$ (39,157.50)		
Minnesota	0.2%	0.3%	0.1%	\$ (38,270.93)		
MSEP / ILL	9.2%	8.8%	-0.4%	\$ 254,569.28		
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>\$ 194,300.96</b>		

## Volume Impact (FTE)

	FY2023		FY2024		Change in	
	Unit in PY	Units in CY	Units	Volume Impact		
Resident	31,600.35	31,425.87	(174.48)	\$ (697,677)		
Non-Resident	1,196.08	1,163.57	(32.51)	\$ (145,080)		
Minnesota	85.25	107.76	22.51	\$ 86,372		
MSEP / ILL	3,341.19	3,167.94	(173.24)	\$ (594,213)		
<b>Total</b>	<b>36,222.86</b>	<b>35,865.15</b>	<b>(357.72)</b>	<b>\$ (1,350,598)</b>		

# Transfers

Improved visibility & analytic capabilities

## Establish detailed Revenue Categories to facilitate tracking & reporting

- Streamlines process, eliminates “Shadow” systems, and eliminates downstream questions
- Provides greater transparency
- Simplifies communication to non-financial stakeholders
- At a consolidated level, all Transfers should net to “Zero” unless there is an “External” transfer

### Use Case:

UW System Allocates 1x funding for a financial aid initiative

Ledger	RC	Cost Center	Debit	Credit	Description
9000	RCxxxxx	UWSA	\$ 5,000,000	\$ -	Transfers: Inter-Systems
9000	RCxxxxx	University	\$ -	\$ 5,000,000	Transfers: Inter-Systems

### Use Case:

A course is co-taught by two different Colleges and the home College that receives all the revenue agrees to transfer a portion of the revenue to the non-home College

Ledger	RC	Cost Center	Debit	Credit	Description
9000	RCxxxxx	College A	\$ 50,000	\$ -	Transfers: Inter-Division
9000	RCxxxxx	College B	\$ -	\$ 50,000	Transfers: Inter-Division

### Use Case:

The new Dean of School / College is to receive a startup package worth \$10M over 5 years from the Provost strategic reserve fund

Ledger	RC	Cost Center	Debit	Credit	Description
9000	RCxxxxx	Central	\$ 2,000,000	\$ -	Transfers: Central
9000	RCxxxxx	Business Unit	\$ -	\$ 2,000,000	Transfers: Central

### Use Case:

The Dean of the School / College would like to provide funding from their strategic reserve to the Department Chair for \$500K

Ledger	RC	center	Debit	Credit	Description
		Dean's Cost			
9000	RCxxxxx	Center	\$ 500,000	\$ -	Transfers: Intra-Division
		Chair Cost			
9000	RCxxxxx	Center	\$ -	\$ 500,000	Transfers: Intra-Division

# Transfers - Recommended

Improved visibility & analytic capabilities

RC		Program	Description	Purpose
Ledger	Heirarchy			
9000	RCxxxxx	Transfers: Inter-System		Transfer of funding between UW Universities
9000	RCxxxxx	Transfers: Central		Transfers of funding for strategic initiatives that support the University's mission based on
9000	RCxxxxx	Transfers: Inter-Division		Transfer of funding between Divisions / Support Units and funds
9000	RCxxxxx	Transfers: Intra-Division		Transfer of funding within a Division / Support Unit and funds
9000	RCxxxxx	Transfers: Plant Capital Projects		Transfers for funding to support capital project expenditures. Transfers maybe initial project funding/funding during the project (transfer out to the unit) or return of excess funds after project
9000	RCxxxxx	Transfers: Plant Deferred Maintenance		Transfers of funding for future deferred maintenance reserves.
9000	RCxxxxx	Transfers: Endowment Distribution to Principal		Transfer of funds from the endowment distribution to the endowment principal for reinvestment. This is used centrally (UWSA?) by the endowment account team
9000	RC00075	Transfers: Gift Matching		Transfer of funding going to endowment gift for the purpose of internal gift matching.
	RC00076	Transfer OUT: Gift Matching (Decommision)		
9000	RCxxxxx	Transfers: Current Use Gift		Transfer of funding derived from the Current Use Gift revenue to ensure the funding sits in the proper se of Worktags
9000	RCxxxxx	Transfers: Research Department Support		Transfers of funding to support research activity
9000	RCxxxxx	Transfers: OSP Grant Residual		Transfers of funding to move direct portion of the residual grant money either to central university or to the cost center recipient
9000	RCxxxxx	Transfers: Cost Distribution		Transfer of pooled cost from an operation to multiple organizations who leverage services provided by the operation. Transfer accounts should not be used when a specific expense is shared across multiple worktags.
9000	SC00606	Transfer OUT: Cost Distribution (Decommision)		
9000	RC00079	Transfers: - Loan Principal		Transfer of funds to record repayment of the principal portion of the loan
9000	RC00080	Transfer OUT: - Loan Principal (Decommision)		
9000	RCxxxxx	Transfers: - Loan Interest		Transfer of funds to record repayment of the interest portion of the loan

# Transfers – Currently Exist, Purpose?

Improved visibility & analytic capabilities

These set of Transfers need further review to confirm if they are still warranted and document purpose

RC					
Ledger	Heirarchy	RC	Program	Description	Purpose
9000		RC00070		Transfer IN: Program Revenue Lapses	What is the purpose?
9000		SC00603		Transfer OUT: Program Revenue Lapses	
9000		RC00077		Transfer IN: Income	What is this purpose?
9000		RC00080		Transfer OUT: Income	
9000		RC00138		Transfer IN: GAAP - Federal Interfund	What is the purpose?
9000		SC00604		Transfer OUT: GAAP - Federal Interfund	
9000		RC00138		GAAP - Non-Federal Interfund	What is the purpose?
9000		SC00600		GAAP - Non-Federal Interfund	
9000		RC00216		Transfer IN: Operating	What is the purpose?
9000		RC00217		Transfer OUT: Operating	
9000		RC00098		Transfer for Budgeted Account	What is the purpose?
9000		RC00071		Fund Transfer	
9000		RC00091		Transfer to Student Loans	
9000		RC00074		Auxiliary Transfers	
9000		RC00073		Department Restructure	
9000		RC00072		Department Cleanup	
9000		RC00071		Fund Tranfer	
9000		RC00095		Misc. Amortization to Fund - FD0123	
9000		SC00602		Gift   Grant Construction	
9000		SC00601		DOA Building Trust Fund	
9000		SC00376		Term Leave - Allocated	
9000		SC00607		Supplies IIA	
9000		SC00605		Conversion	
9000		SC00608		Disallowed Expense	

# 4

## Future Topics



# Fee Simplifications

Improved visibility & analytic capabilities

## Move to a Resident, Non-Resident, Minnesota & MSEP tuition vs having Surcharges that are in addition to the Resident Tuition

- Reduces SIS complexities / streamlines student statements
- Support of Driver-Based Enrollment & Tuition Model and Price, Volume, Mix Analysis

### Current State (Graduate)

Fee Description	Resident	Non-Resident	Minnesota w/Reciprocity	Midwest
Instructional	\$ 5,350.32	\$ 5,350.32	\$ 5,350.32	\$ 5,350.32
Segregated Fes	\$ 782.45	\$ 782.45	\$ 782.45	\$ 782.45
Resident	\$ 6,132.77	\$ 6,132.77	\$ 6,132.77	\$ 6,132.77
Non-Resident Surcharge	\$ -	\$ 6,715.52	\$ 4,207.68	\$ 2,675.20
Non-Resident	\$ 6,132.77	\$ 12,848.29	\$ 10,340.45	\$ 8,807.97

### Tuition Price / Volume / Mix

	FY2022		FY2023		
	PY	Price	Volume	Mix	CY
Resident	\$ 9,949,589	\$ 14,878	\$ (526,299)	\$ 3,437	\$ 9,441,605
Non-Resident	\$ 1,183,107	\$ 1,769	\$ (115,690)	\$ (15,565)	\$ 1,053,621
Minnesota	\$ 488,306	\$ 33,783	\$ (85,883)	\$ 16,075	\$ 452,280
MSEP / ILL	\$ 1,021,156	\$ 1,529	\$ 285	\$ (26,428)	\$ 996,542
Total	\$ 12,642,157	\$ 51,960	\$ (727,587)	\$ (22,482)	\$ 11,944,048

### Proposed (Graduate)

Fee Description	Resident	Non-Resident	Minnesota w/Reciprocity	Midwest
Tuition	\$ 5,350.32	\$ 12,065.84	\$ 9,558.00	\$ 8,025.52
Segregated Fes	\$ 782.45	\$ 782.45	\$ 782.45	\$ 782.45
Tuition & Fees	\$ 6,132.77	\$ 12,848.29	\$ 10,340.45	\$ 8,807.97

### Tuition Price / Volume / Mix

	FY2022		FY2023		
	PY	Price	Volume	Mix	CY
Resident	\$ 6,283,951	\$ 9,397	\$ (243,420)	\$ (18,012)	\$ 6,031,917
Non-Resident	\$ 2,125,699	\$ 3,178	\$ (184,609)	\$ (51,218)	\$ 1,893,049
Minnesota	\$ 1,169,067	\$ 34,800	\$ (148,762)	\$ (25,619)	\$ 1,029,487
MSEP / ILL	\$ 3,063,440	\$ 4,584	\$ (90,164)	\$ 11,734	\$ 2,989,595
Total	\$ 12,642,157	\$ 51,960	\$ (666,955)	\$ (83,114)	\$ 11,944,048

# Fund Accounting

Should group the Workday Funds into Fund Groups that support Reporting

## Fund Groups

### Current

#### Unrestricted

- Student Fees
- State Support for instruction & departmental research
- Facilities & Administration Cost recoveries (indirect cost recoveries)
- Interest on cash investments
- Sales of good & Services

#### Restricted

- Gifts for current or continuing use
- Distribution from Endowment
- State appropriations for specific purposes
- Grants & contract for research
- Other grants & contracts

### Loan

- Gifts & Federal Funds to Provide loans to students, faculty & staff

### Endowment

- Endowment principal

### Annuity & Life Income

- Deferred gifts

### Plant

- Capital Additions
- Renewals & Replacements
- Debt Service
- Investment in Plant

### Agency

- Do not belong to the University, but are managed by a University employee

Least Restrictive

Most Restrictive

# SIS GL Interface Group

---

CONTROLLER/BURSAR CONFERENCE APRIL 2024

# Cash to accrual update

---

Campuses should have completed one round of full testing

Second and third round in April and May

Waiver process development update

# Prior Term A/R

---

Will be uploaded in FY25 period 1 using prior term account codes

- 9175 – TUT
- 9179 – SPC
- 9286 – STDNT UNION
- 9298 – SEG
- 9487 – FOOD

Campuses will maintain prior year account codes on item types for terms Spring 2024 and prior

Campuses will not update account codes each year to the prior term code beginning with Summer 2024

# FDM Project Update

---

## Import of Chartfield values to SIS

- Development completed and tested (UWSTO, UWGBY, UWRVF)
- IT project available on Oasis
- **Must have different test environment than cash-accrual testing**

## Transactional data to Workday

- Development and testing in progress at UWRVF

# End to End Testing

---

Overall window to partner with ATP will be May 1 – August 31. Expecting to focus GL testing July 8 – August 31 to account for Cash to Accrual cutover

Testing Scope for this workgroup:

- FDM Import Project
- Item Type Loader and Scripts
- GL Outbound to Workday

Each institution will be responsible for testing with above scope and will be provided a test tracking sheet

# Testing Timeline

---

May					June				July					August			
1-3	6-10	13-17	20-24	28-31	3-7	10-14	17-21	24-28	1-5	8-12	15-19	22-26	29-2	5-9	12-16	19-23	26-30

COA Go Live

Overall GL to Workday Testing

FDM Import Testing

GL Outbound Testing

# FDM Mapping Tool

<https://fdmmapping.atp.wisconsin.edu/Mapping>

Campuses will use this tool to convert their item type GL information to Workday values

Five reference fields have been added to the FDM mapping tool to allow item type, credit/debit, term...etc to the mapping process.

D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
Departme	Fund	Program	ProjectID	Class	Account	WDCostCe	WDFundID	WDFuncti	WDGranti	WDGiftID	WDProjec	WDProgra	WDActivit	WdLedger	WdSpend	WdReven	WDExpen	AdditionalData	Additiona	Additiona	Additiona	AdditionalDataField5	
980141	131	0			9141	CC005897	FD0131	FN0000				PG000014222		4000		RC00199		100000000010	1251	C			
980141	131	0			6210	CC005897	FD0131	FN0000				PG000014222		1301				100000000010	1251	D			
980121	131	0			9121	CC005897	FD0131	FN0000				PG000014222		4000		RC00198		100000000010	1252	C			
980121	131	0			6210	CC005897	FD0131	FN0000				PG000014222		1301				100000000010	1252	D			
980143	131	0			9143	CC005897	FD0131	FN0000				PG000014222		4001		RC00205		100000000020	1251	C			
980143	131	0			6210	CC005897	FD0131	FN0000				PG000014222		1301				100000000020	1251	D			
980123	131	0			9123	CC005897	FD0131	FN0000				PG000014222		4001		RC00204		100000000020	1252	C			
980123	131	0			6210	CC005897	FD0131	FN0000				PG000014222		1301				100000000020	1252	D			
980125	131	0			9125	CC005897	FD0131	FN0000				PG000014222		4000		RC00210		100000000030	1252	C			
980125	131	0			6210	CC005897	FD0131	FN0000				PG000014222		1301				100000000030	1252	D			
980127	131	0			9127	CC005897	FD0131	FN0000				PG000014222		4001		RC00213		100000000040	1252	C			
980127	131	0			6210	CC005897	FD0131	FN0000				PG000014222		1301				100000000040	1252	D			

# Payment Clearing Accounts

---

For the transition to workday campuses will need to transition to a clearing account for **ALL** payments

Account code 9130 will be used for the payment clearing account

This change can happen anytime from now-July 2025

Allows campuses to send one journal to Workday

**Current State**

	Debit	Credit
Student Payment (CC, ACH, Check, Cash)	Cash	Charge AR or Overpayment Account
Bank Deposit from third party	N/A	N/A

**Future State**

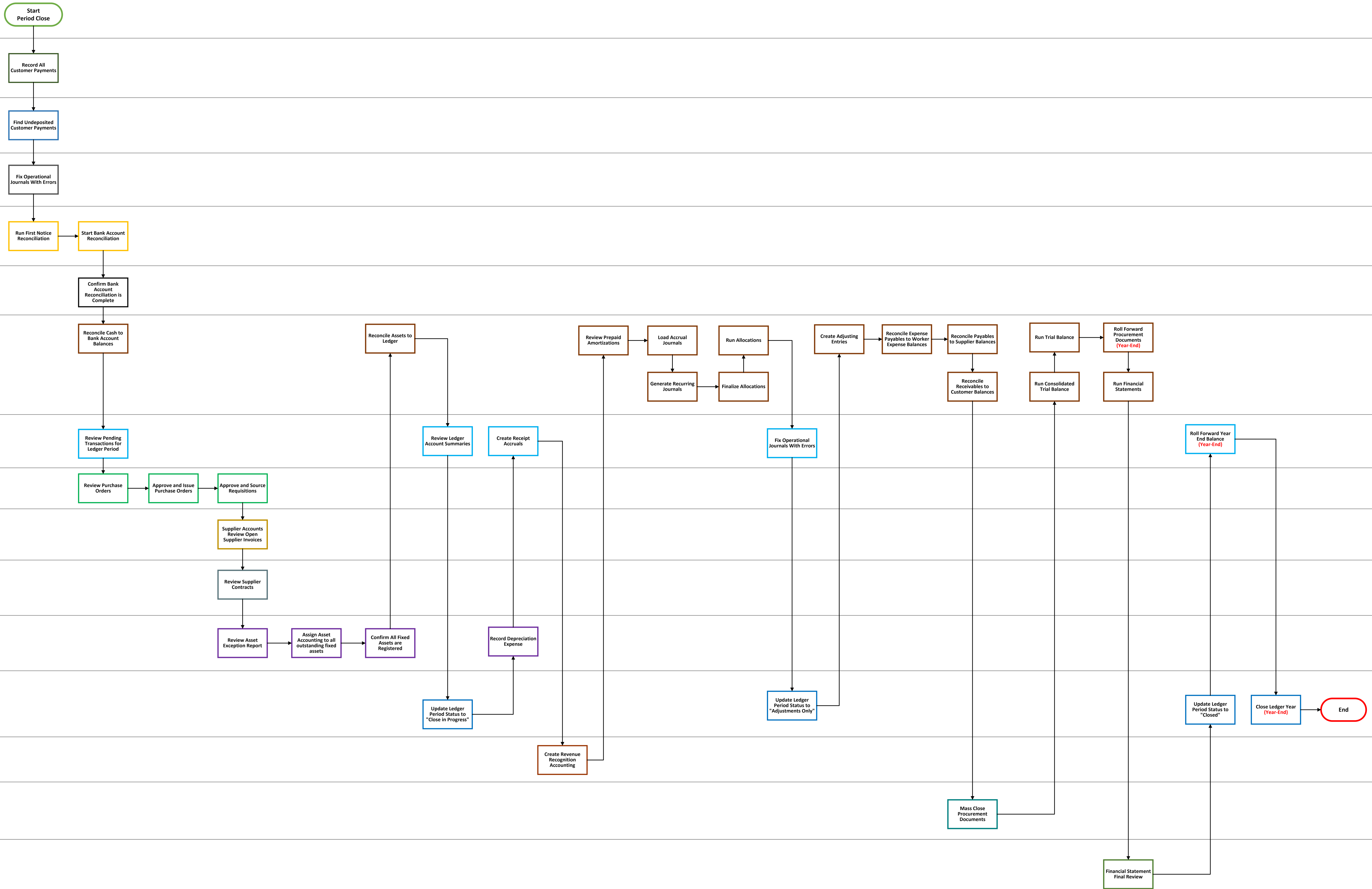
	Debit	Credit
Student Payment (CC, ACH, Check, Cash)	GL Clearing Account	Charge AR or Overpayment Account
Bank Deposit from third party	Cash	GL Clearing Account

This is the "real" transaction

# Questions?

---

# Period Close Process Flowchart



Business Process Steps									
Step	Order	Parallel Step Order in My Tasks	If	Type	Specify	Optional	Group	Due Date	
Period Close Event (Default Definition) step aa - Initiation	aa			Initiation		No			
Period Close Event (Default Definition) step ab.a - To Do	ab	a		To Do	Record All Customer Payments	No	Customer Payment Specialist	1 Day	
Period Close Event (Default Definition) step ab.b - To Do	ab	b		To Do	Find Undeposited Customer Payments	No	Customer Deposit Specialist	1 Day	
Period Close Event (Default Definition) step ac - To Do	ac			To Do	Fix Operational Journals With Errors	No	Accounting Operations Lead	1 Day	
Period Close Event (Default Definition) step ad.a - To Do	ad	a		To Do	Run First Notice Reconciliation	No	Bank Reconciliation Specialist	Today	
Period Close Event (Default Definition) step ad.b - To Do	ad	b		To Do	Start Bank Account Reconciliation	No	Bank Reconciliation Specialist	1 Day	
Period Close Event (Default Definition) step ae - To Do	ae			To Do	Confirm Bank Account Reconciliation is Complete	No	Cash Operations Lead	1 Day	
Period Close Event (Default Definition) step af - To Do	af			To Do	Reconcile Cash to Bank Account Balances	No	Accountant	1 Day	
Period Close Event (Default Definition) step ag - To Do	ag			To Do	Review Pending Transactions for Ledger Period	No	Accounting Operations Lead	1 Day	
Period Close Event (Default Definition) step ah.a - To Do	ah	a		To Do	Review Purchase Orders	No	Buyer	1 Day	
Period Close Event (Default Definition) step ah.b - To Do	ah	b		To Do	Approve and Issue Purchase Orders	No	Buyer	1 Day	
Period Close Event (Default Definition) step ah.c - To Do	ah	c		To Do	Approve and Source Requisitions	No	Buyer	1 Day	
Period Close Event (Default Definition) step ai.a - To Do	ai	a		To Do	Supplier Accounts Review	No	Accounts Payable Operations Lead	1 Day	
Period Close Event (Default Definition) step ai.b - To Do	ai	b		To Do	Open Supplier Invoices Review Supplier Contracts	No	Supplier Contract Specialist	Today	
Period Close Event (Default Definition) step aj.a - To Do	aj	a		To Do	Review Asset Exception Report	No	Business Asset Accountant	1 Day	
Period Close Event (Default Definition) step aj.b - To Do	aj	b		To Do	Assign Asset Accounting to all outstanding fixed assets	No	Business Asset Accountant	1 Day	
Period Close Event (Default Definition) step aj.c - To Do	aj	c		To Do	Confirm All Fixed Assets are Registered	No	Business Asset Accountant	1 Day	
Period Close Event (Default Definition) step aj.d - To Do	aj	d		To Do	Reconcile Assets to Ledger	No	Accountant	1 Day	
Period Close Event (Default Definition) step ak - To Do	ak			To Do	Review Ledger Account Summaries	No	Accounting Operations Lead	1 Day	
Period Close Event (Default Definition) step al - To Do	al			To Do	Update Ledger Period Status to "Close in Progress"	No	Common Finance Operations Lead	1 Day	
Period Close Event (Default Definition) step am - To Do	am			To Do	Record Depreciation Expense	No	Business Asset Accountant	1 Day	
Period Close Event (Default Definition) step an.a - To Do	an	a		To Do	Create Receipt Accruals	No	Accounting Operations Lead	1 Day	
Period Close Event (Default Definition) step ao.a - To Do	ao	a		To Do	Create Revenue Recognition Accounting	No	Revenue Specialist	1 Day	
Period Close Event (Default Definition) step ap - To Do	ap			To Do	Review Prepaid Amortizations	No	Accountant	1 Day	

Period Close Event (Default Definition) step aq.a - To Do	a		To Do	Load Accrual Journals	No	Accountant	Today
Period Close Event (Default Definition) step aq.b - To Do	b		To Do	Generate Recurring Journals	No	Accountant	1 Day
Period Close Event (Default Definition) step ar.a - To Do	a		To Do	Finalize Allocations	No	Accountant	1 Day
Period Close Event (Default Definition) step ar.b - To Do	b		To Do	Run Allocations	No	Accountant	1 Day
Period Close Event (Default Definition) step as - To Do			To Do	Fix Operational Journals With Errors	No	Accounting Operations Lead	1 Day
Period Close Event (Default Definition) step at - To Do			To Do	Update Ledger Period Status to "Adjustments Only"	No	Common Finance Operations Lead	1 Day
Period Close Event (Default Definition) step au - To Do			To Do	Create Adjusting Entries	No	Accountant	1 Day
Period Close Event (Default Definition) step av.a - To Do	a		To Do	Reconcile Expense Payables to Worker Expense Balances	No	Accountant	1 Day
Period Close Event (Default Definition) step av.b - To Do	b		To Do	Reconcile Payables to Supplier Balances	No	Accountant	1 Day
Period Close Event (Default Definition) step av.c - To Do	c		To Do	Reconcile Receivables to Customer Balances	No	Accountant	1 Day
Period Close Event (Default Definition) step aw.a - To Do	a		To Do	Mass Close Procurement Documents	No	Procurement Operations Lead	1 Day
Period Close Event (Default Definition) step ay.a - To Do	a	Period Close is Year-End?	To Do	Roll Forward Procurement Documents	No	Accountant	1 Day
Period Close Event (Default Definition) step ay.b - To Do	b	Period Close for Company Hierarchy?	To Do	Run Consolidated Trial Balance	No	Accountant	1 Day
Period Close Event (Default Definition) step ay.c - To Do	c	Period Close for Company?	To Do	Run Trial Balance	No	Accountant	1 Day
Period Close Event (Default Definition) step ba - To Do			To Do	Run Financial Statements	No	Accountant	1 Day
Period Close Event (Default Definition) step bb.a - To Do	a		To Do	Financial Statement Final Review	No	Finance Executive	1 Day
Period Close Event (Default Definition) step bc - To Do			To Do	Update Ledger Period Status to "Closed"	No	Common Finance Operations Lead	1 Day
Period Close Event (Default Definition) step bd - To Do		Period Close is Year-End?	To Do	Roll Forward Year End Balance	No	Accounting Operations Lead	1 Day
Period Close Event (Default Definition) step be - To Do		Period Close is Year-End?	To Do	Close Ledger Year	No	Common Finance Operations Lead	1 Day



## Tab 3

# SIS Cash to Accrual



# ACCRUAL TRAINING PREVIEW

Controller/Bursar Conference April 11, 2024



# THANK YOU!

- Thanks to Matt Jackson & Christie Sleaford at Shared Services for their work on developing the course
- Thanks to Parkside for providing the initial content



## FEEDBACK REQUESTED

- If anything is confusing, how can we provide clarity
- Value add content

## NOT

- Cosmetic changes
- Redesign of the course



# CASH TO ACCRUAL ACCOUNTING IN SIS

[https://uwservice.wisconsin.edu/docs/pd/accrual-accounting-20240408/index\\_scom.html](https://uwservice.wisconsin.edu/docs/pd/accrual-accounting-20240408/index_scom.html)

**\*\*PREVIEW ONLY – PLEASE DO NOT SHARE LINK\*\***

Final URL will be provided when available



QUESTIONS/FEEDBACK

# Allowance for Doubtful Accounts

---

CONTROLLER/BURSAR CONFERENCE APRIL 2024

# Background

---

Institutions are switching to accrual accounting July 2024

- Recognize revenue as it is assessed, not when it is collected

We know that we will not collect all assessed fees

When completing financial statements, we need to evaluate our revenue and consider uncollectable amounts

Small Allowance for Doubtful Accounts group met to review calculation methods from similar institutions

Reviewed with UWLAX and UWGBY data to find an accurate representation of uncollectable AR

Used data already submitted with year end reports to avoid creating new reports or queries

# Step 1: Enter Ending Balance Each Fiscal Year

**Step One:** This table represents that ending balance of accounts receivable with the aging of the balance. This data originates from the “aging” section of our current AR year end reports.

Step One: Results from TWRAGES	< 1yr	1-2 yr	2-3 yr	3+ yr	Total
FY 2017	1,540,501	205,863	157,896	229,659	2,133,918
FY 2018	1,855,120	322,685	205,863	157,896	2,541,563
FY 2019	2,174,862	340,038	222,908	209,657	2,947,465
FY 2020	3,254,639	557,483	219,101	323,464	4,354,687
FY 2021	2,929,647	555,933	350,985	399,501	4,236,066
FY 2022	2,582,738	602,223	321,681	517,968	4,024,610
FY 2023	2,909,688	492,452	405,878	627,371	4,435,390

**Step One.** Add results from Aging report for the new fiscal year until there is a total of 7 years of data. After there is seven years of data the first year of data can be omitted .

Aging:											
In Good Standing (not overdue)	7,796.05	—	62,266.00	285,037.43	30,059.32	2,215,948.54	—	100,121.37			
1-90 Days Past Due	260,988.63	786,481.10	308,436.65		124,051.28		87,922.50	1,567,880.16			
91-150 Days Past Due	270,528.16	299,799.74	10,000.00		22,100.90		15,404.93	617,833.73			
151-365 Days Past Due	264,627.26	317,640.89	—		25,309.82		16,274.86	623,852.83	2,909,688.09	< 1 yr	1,005,461.42
>1 to 2 Years Past Due	270,592.07	210,015.19	750.00		6,765.53		4,329.33	492,452.12	492,452.12	1-2 yr	277,357.60
>2 to 3 Years Past Due	164,463.69	223,803.22	—		14,198.50		3,413.05	405,878.46	405,878.46	2-3 yr	178,662.19
More than 3 Years Past Due	243,185.93	332,095.55	—		24,730.69		27,358.92	627,371.09	627,371.09	3+ yr	267,916.62
TOTAL	1,482,181.79	2,169,835.69	381,452.65	285,037.43	247,216.04	2,215,948.54	154,703.59	4,435,389.76	4,435,389.76	Total AR	

# Step 2: Enter Write Off Totals

**Step Two:** In this step, we are only updating the total write offs each year. The formulas will populate the amount of write offs in each aging category.

Step Two: % Write Off	< 1yr	1-2 yr	2-3 yr	3+ yr	Total
Write Off 2017	0	0	0	(55,033)	(55,033)
Write Off 2018	0	0	0	(81,195)	(81,195)
Write Off 2019	0	0	0	(60,705)	(60,705)
Write Off 2020	0	0	0	(10,878)	(10,878)
Write Off 2021	0	0	0	(45,881)	(45,881)
Write Off 2022	0	0	0	(24,016)	(24,016)
Write Off 2023	0	0	0	(156,299)	(156,299)

Step Two: [Year One] If known, enter in the write offs taken for each year in the total column. The formulas provided here will apply to oldest balances first.

Collections & Other Deductions:									
Collections -received and recorded in SFS by 6/30	22,817,226.66	39,036,903.42	590,827.38	1,255,721.44	3,436,458.25	4,232,725.96	3,946,344.29	(67,933,404.86)	current year collections
Collections -received < 6/30 recorded 13th month									— current year collections
Collections -received < 6/30 recorded next fiscal year (excluding amts recorded in account 7400/7401)									— current year collections
Writeoffs	51,829.44	79,643.82			5,895.88		18,930.00	(156,299.14)	write offs
Adjustments that decrease the receivable									— adjustments??
Total Collections & Other Deductions:	22,869,056.10	39,116,547.24	590,827.38	1,255,721.44	3,442,354.13	4,232,725.96	3,965,274.29	(68,064,878.12)	Total Collections/Write-offs

# Step 3: Add Write Offs Back In

---

**Step 3:** Data will auto populate. This takes the ending balance and adds in the write offs.

Step Three: Aging with write offs added back	< 1yr	1-2 yr	2-3 yr	3+ yr	Total					
FY 2017	1,540,501	205,863	157,896	284,692	2,188,951					
FY 2018	1,855,120	322,685	205,863	239,091	2,622,759					
FY 2019	2,174,862	340,038	222,908	270,362	3,008,170					
FY 2020	3,254,639	557,483	219,101	334,342	4,365,565					
FY 2021	2,929,647	555,933	350,985	445,382	4,281,948					
FY 2022	2,582,738	602,223	321,681	541,984	4,048,627					
FY 2023	2,909,688	492,452	405,878	783,670	4,591,689					

**Step Three:** Amount automatically calculates after the current year is added in **step one** and the write offs are added in **step two**. Resulting amount represents sum of the aging schedule and write off grid above.

# Step 4: Calculate Total Collections

---

**Step 4:** Data will auto calculate the amount collected based on the ending balance and the aging with write offs added back.

<b>Step Four: Total Collections</b>	1-2 yr	2-3 yr								
Total Collected of 2017	1,217,816	99,777			1,317,592					
Total Collected of 2018	1,515,082	120,937			1,636,019					
Total Collected of 2019	1,617,378	206,498			1,823,876					
Total Collected of 2020	2,698,706	234,252			2,932,958					
Total Collected of 2021	2,327,424	196,345			2,523,769					
Total Collected of 2022	2,090,286				2,090,286					

**Step Four:** Amount collected will calculate from the Aging with write offs added back to the grid. These amounts represent total collections each year

# Step 5: Determine Percentage of Collections

---

**Step 5:** Data will auto calculate the percentage of balances collected in fiscal year within the aging category.

Step Five: Percentage of total collected	< 1yr	1-2 yr			
FY 2017	79.05%	6.48%			85.53%
FY 2018	81.67%	6.52%			88.19%
FY 2019	74.37%	9.49%			83.86%
FY 2020	82.92%	7.20%			90.12%
FY 2021	79.44%	6.70%			86.15%
FY 2022	80.93%	7.28%			88.21%

**Step Five:** Formula's will calculate the estimated percent collected for each of the previous known periods and averages prior year estimates for unknown periods (beige cells).

# Step 6-7: Estimate Average Collection Rate and Amount

---

**Step 6:** The average collection rate is calculated using a 7-year average.

**Step 7\*:** The average collection rates are applied to the most recent fiscal year data to estimate the amount of collections.

Average Collectible Rate <1 yr	79.73%	7.28%		87.01%	2,531,692	Step Seven: Total estimated collections are automatically calculated for <1 yr through 2-3 yr.
Average Collectible Rate 1-2 yr	Step Six: Estimated collection rate is automatically calculated for the current and three past years.		35.9%	176,826		
Average Collectible Rate 2-3 yr			0.0%	0		
				2,708,518		

# Step 8-10: Calculate Allowance for Doubtful Accounts

---

**Step 8:** This step pulls 100% of the year end balance over three years old, as our estimated collections is 0%.

**Step 9:** This step takes the most recent fiscal year end balance for less than three years and subtracts the estimated collections calculated in step 7.

**Step 10:** This step adds the amounts from step 8 and step 9 to calculate our estimated allowance for doubtful accounts.

<b>627,371</b>	<b>Step Eight:</b> Assume 100% of the 3+ yr amount is not collected.
<b>1,099,501</b>	<b>Step Nine:</b> The total AR for <1 yr through 2-3 yr, less AR for 3+ yrs is automatically calculated
<b>1,726,872</b>	<b>Step Ten:</b> The sum of steps eight and nine represents the total allowance that should appear in the Allowance for Doubtful Accounts (6215).

# Step 11: Journal Entry Information

**Step 11:** Using the calculated allowance amount, and the current allowance (will be \$0 the first year) the allowance journal is calculated.

		<b>39% % of Total AR Balance Assumed to be Uncollectible</b>	
<b>Allowance Analysis</b>			
Estimated Allowance for Uncollectibles - SIS	1,726,872		
Current Allowance for SIS AR		Enter Allowance as of June 30, 2023	
2023 adjustment to allowance/bad debt	1,726,872	Step Eleven: Journal entry for any difference prior to the close and offset it in Bad Debt Expense.	

**Note:** If the allowance is distributed by fund, apply the estimated bad debt rate to each AR balance in each fund, or distribute to total estimated bad debt rate based on your knowledge of historical collections for each fund.

# Application of Allowance Options

---

1. Option 1: Process the write-off journal crediting Allowance for Doubtful Accounts directly to the charges that were written off.
2. Option 2: Process the write-off journal crediting Allowance for Doubtful Accounts to a central funding string, which would then be allocated toward applicable charges funding strings.
  - a. The distributing journal entry would be created outside of SIS.
  - b. An allocation method would need to be determined, potentially based on percentage of net charges assessed. This would allow a campus to smooth out write offs to reduce impacts on departments with a lower payment priority.
  - c. The institution would need to determine the frequency of when to process the journal, at a minimum annually.

# Item Type Set Up

Both the write off item type and the charge item types will need to be set up

On the write off item type, the “Match Charges Written Off” checkbox will need to be checked.

Initial Setup | Amount Edits | **Miscellaneous** | External Awards | Posting Restrictions | Account Types

SetID UWGBY      Item Type 999999999999 Write Off

**Item Type Details**      Find | View All      First 1 of 1 Last

Effective Date 01/01/1900      Status Active

Charge Priority List

Payment Overall Priority

Days to Encumber        Refundable Indicator

**Match Charges Written Off**

Tender Specific

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

# Item Type Set Up

For institutions applying their allowance directly to match the charge, the ChartFields will match the charge ChartFields, using account 6215.

The screenshot displays the 'Item Type GL Entry Setup' interface. At the top, there are tabs for 'Initial Setup', 'Amount Edits', 'Miscellaneous', 'External Awards', 'Posting Restrictions', 'Account Types', and 'General Ledger Interface'. The 'General Ledger Interface' tab is active. Below the tabs, the 'SetID' is 'UWGBY' and the 'Item Type' is '100000000010'. A 'Copy GL Interface' button is visible. The main section is titled 'Item Type GL Entry Setup - Term' and shows 'Term' as '1242' and 'Spring 2024'. Below this is the 'Item Type GL Entry Setup - Effective Date' section, which includes fields for '\*Effective Date' (01/01/1900), '\*Status' (Active), and 'AP ChartFields'. A red box highlights the 'Write-off ChartFields' field, containing the string 'UWGBY\*ACTUALS\*6215\*980121\*\*\*131\*2\*\*\*\*\*'. Below this is the 'Item Type GL Entry Setup - Journal Sets' section, which contains two identical blocks of configuration. Each block includes fields for 'Jrnl Set' (1), 'Timing' (Assessment), 'Debit/Credit' (Debit), 'GL Pct' (100.00000000), 'Priority' (999), 'Priority Amount', 'Account Limit', and 'Defer Revenue - Until'. A red box highlights the 'Jrnl Set ChartFields' field in the first block, containing the string 'UWGBY\*ACTUALS\*6210\*980121\*\*\*131\*2\*\*\*\*\*'. A red arrow points from the 'Write-off ChartFields' field to the 'Jrnl Set ChartFields' field. The second block has a 'Jrnl Set ChartFields' field containing the string 'UWGBY\*ACTUALS\*9121\*980121\*\*\*131\*2\*\*\*\*\*'. The interface also includes navigation buttons like 'Find', 'View All', 'First', '1 of 74', and 'Last'.

# Item Type Set Up

For institutions applying their allowance to a central funding string, the write off ChartFields will have the central funding string, using account code 6215. The funding will be the same for all charge item types.

The screenshot displays the 'General Ledger Interface' section of a software application. At the top, there are navigation tabs: 'Initial Setup', 'Amount Edits', 'Miscellaneous', 'External Awards', 'Posting Restrictions', 'Account Types', and 'General Ledger Interface'. Below these, the 'SetID' is 'UWGBY' and the 'Item Type' is '100000000010'. A 'Copy GL Interface' button is visible. The main area is divided into two sections: 'Item Type GL Entry Setup - Term' and 'Item Type GL Entry Setup - Effective Date'. The 'Term' section shows 'Term' as '1242' (Spring 2024) and 'Session' as a dropdown menu. The 'Effective Date' section shows '\*Effective Date' as '06/29/2023' and '\*Status' as 'Active'. The 'AP ChartFields' field is empty, and the 'Write-off ChartFields' field contains the value 'UWGBY\*ACTUALS\*6215\*400310\*\*\*128\*1\*\*\*\*\*', which is highlighted with a red box.

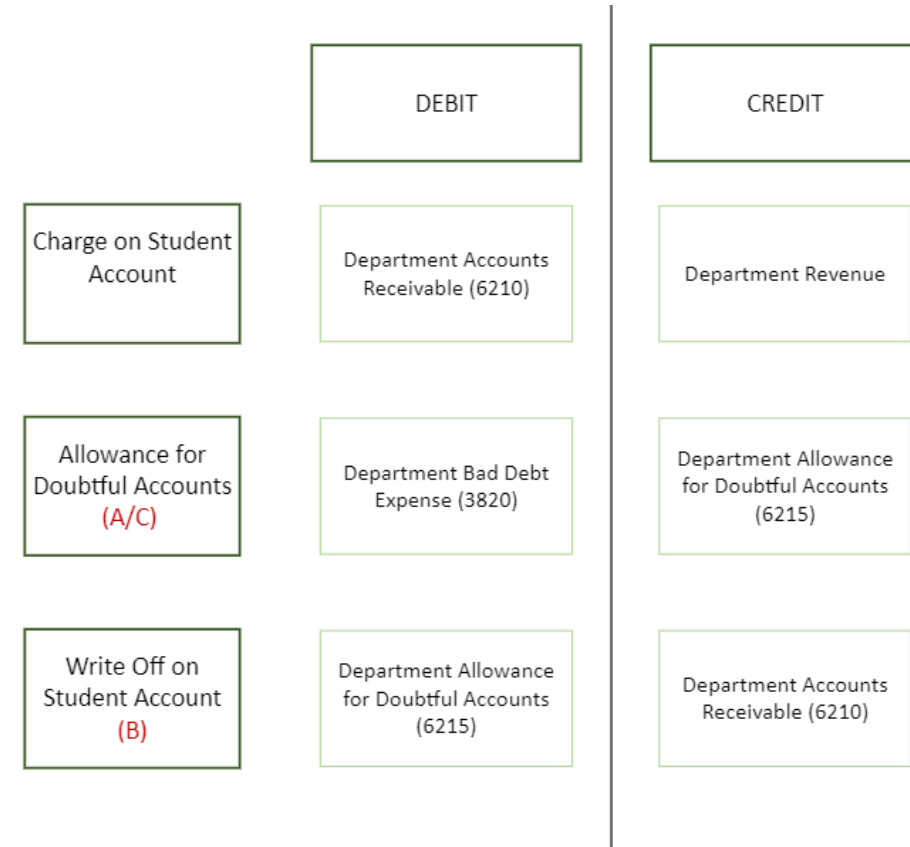
# Accounting - Central Allowance

- a. Institutions will use the template to calculate their allowance each year and complete an entry to debit bad debt expense and credit the allowance for doubtful accounts
- b. As write offs are processed on the student account, the write off will debit the central allowance for doubtful account and credit the department accounts receivable
- c. The campus will then complete an entry to adjust the bad debt expense at the department level
- d. Each year the allowance for doubtful accounts will be re-calculated and an entry will be created to adjust the bad debt expense and allowance

	DEBIT	CREDIT
	Department Accounts Receivable (6210)	Department Revenue
Charge on Student Account		
	Central Bad Debt Expense (3820)	Central Allowance for Doubtful Accounts (6215)
Allowance for Doubtful Accounts (A/D)		
	Central Allowance for Doubtful Accounts (6215)	Department Accounts Receivable (6210)
Write Off on Student Account (B)		
	Department Bad Debt Expense	Central Allowance for Doubtful Accounts (6215)
Move Write Off to Department (C)		

# Accounting – Charge Allowance

- a. Institutions will use the template to calculate their allowance each year at year end and complete an entry to debit bad debt expense and credit the allowance for doubtful accounts at the department level
- b. As write offs are processed on the student account, the write off will debit the department allowance for doubtful account and credit the department accounts receivable
- c. Each year the allowance for doubtful accounts will be re-calculated and an entry will be created to adjust the bad debt expense and allowance



# Questions?

---



# Tab 4

# MN Reciprocity





# MINNESOTA RECIPROcity

Controller/Bursar Conference April 11, 2024



## BACKGROUND

- The Higher Educational Aids Board (HEAB) and Minnesota are the parties to the current reciprocity agreement
- The Minnesota (MN) tuition rate is the base WI rate plus a surcharge (surcharge varies by campus)
- The MN surcharge revenue is currently coded to Fund 100, account code 9199
- At yearend, the funds are swept by the state
- The State makes a payment\* to MN the following fiscal year (by December) based on a calculation that factors in enrollment and cost per student

\*State has not made the payment to MN for the past 3 fiscal years



## BACKGROUND (CONTINUED)

- On March 6, 2024, the Governor signed two bills
  - [2023 Wisconsin Act 104](#) which authorizes the UW system, rather than the HEAB, to enter into and administer a tuition reciprocity agreement with Minnesota
  - [2023 Wisconsin Act 103](#) allows UW system institutions to keep the net revenue they earned by attracting students from Minnesota
- Effective FY2024, UW will retain the MN reciprocity surcharge and will be responsible for the payment to the state of WI.
- UW will need to stand up operations for the student application process to determine student eligibility for the program.
  - HEAB will continue to assist with the application process for FY2025



# BACKGROUND (CONTINUED)

Minnesota Reciprocity, Account code 9199						
Sum of Sum Total Amt	Column Labels					
Row Labels	2019	2020	2021	2022	2023	Grand Total
UWMSN	(10,344,105)	(11,435,002)	(12,592,704)	(13,604,309)	(16,131,274)	(64,107,393)
UWMIL	(942,028)	(914,404)	(572,997)	(407,826)	(225,597)	(3,062,852)
UWEAU	(55,170)	(502,466)	(738,860)	(2,503,504)	(3,425,551)	(7,225,551)
UWGBY	(61,419)	(55,037)	(52,814)	(76,446)	(118,139)	(363,853)
UWLAC	(31,770)	(39,047)	(104,953)	(938,499)	(1,539,323)	(2,653,592)
UWOSH	(40,329)	(41,363)	(43,580)	(57,519)	(66,614)	(249,404)
UWPKS	(8,423)	(8,456)	(8,406)	(13,490)	(14,951)	(53,725)
UWPLT	(92,790)	(123,099)	(136,762)	(198,627)	(255,017)	(806,295)
UWRVF	(2,453,512)	(2,981,545)	(3,085,641)	(4,336,592)	(4,810,579)	(17,667,869)
UWSTP	(185,233)	(229,811)	(234,813)	(399,941)	(549,041)	(1,598,839)
UWSTO	(1,267,625)	(1,544,272)	(1,545,765)	(2,597,141)	(3,189,404)	(10,144,207)
UWSUP	(556,014)	(665,872)	(612,510)	(800,788)	(936,362)	(3,571,546)
UWWTW	(36,349)	(44,131)	(53,499)	(78,939)	(94,838)	(307,757)
<b>Grand Total</b>	<b>(16,074,765)</b>	<b>(18,584,504)</b>	<b>(19,783,303)</b>	<b>(26,013,621)</b>	<b>(31,356,691)</b>	<b>(111,812,884)</b>

System is being conservative on the estimate of how much each campus will retain in FY2024 since the payment to MN is unknown



## CAMPUS ACTION

- Add combination 131-2 to the department and/or project where MN reciprocity surcharge revenue currently posts in Fund 100
- Update item type within the student information system to change fund from 100 to 131
- Enter a FY24 journal to move current balances in Fund 100 to Fund 131 using account code 9199



## CAMPUS ACTION

- Effective FY25, update item type within the student information system to split out account codes by term
  - 9070 MN Reciprocity Grad Summer
  - 9071 MN Reciprocity Grad Fall
  - 9072 MN Reciprocity Grad Intersess
  - 9073 MN Reciprocity Grad Spring
  - 9088 MN Reciprocity UG Summer
  - 9089 MN Reciprocity UG Fall
  - 9098 MN Reciprocity UG Intersession
  - 9099 MN Reciprocity UG Spring



# FINANCIAL REPORTING IMPACT

- UWSA will record a FY24 liability in the FIN\_RPT ledger for the estimate of amount due MN in Fall 2024
- Chart represents the estimated range the payment might be

Campus	\$6M	\$12M
UW-Madison	3,087,000	6,173,000
UW-Milwaukee	43,000	86,000
UW-Eau Claire	655,000	1,311,000
UW-La Crosse	295,000	589,000
UW-Platteville	49,000	98,000
UW-River Falls	920,000	1,841,000
UW-Stevens Point	105,000	210,000
UW-Stout	610,000	1,221,000
UW-Superior	179,000	358,000

\*Estimated for campuses with expected surcharge revenue > \$100,000



QUESTIONS/FEEDBACK



# Tab 5

# Financial Reporting





# FINANCIAL REPORTING UPDATE

Controller Conference

April 11, 2024



# FINANCIAL REPORTING UPDATES

- Year End Financial Reporting Entries
- Workiva Reporting Platform
- Nonmonetary Accounting Entries
- Tuition Discounting



# YEAR END FINANCIAL REPORTING ENTRIES

## Generally Accepted Accounting Principles (GAAP) Adjustments

- Receivable Accruals
- Inventories
- Capital Assets
- Pension and Other Post Employment Benefits (OPEB)
- Liability Accruals
- Debt
- Net Position Classifications
- Revenue Reclassifications



# YEAR END FINANCIAL REPORTING ENTRIES

## Reporting Process

### Three Shared Financial System (SFS) Ledgers

- **ACTUALS** – Campus-Entered Activity
- **AJE\_ACTUAL** – General Programs Operations (GPO) Pooling & Prior Service Costs Reclass
- **FIN\_RPT** – Year End Accruals, Adjustments
  - Year End Campus Submission FIN\_RPT Entries
  - External Sourced FIN\_RPT Entries
    - Pension and OPEB Reporting
    - Investment Accruals
    - Capital and Debt



# YEAR END FINANCIAL REPORTING ENTRIES

## New for FY24?

- Nonmonetary Exchange Transaction Reporting

## New for FY25?

- Updated Tuition Discounting Methodology
- GASB 101-*Compensated Absences*



# WORKIVA REPORTING PLATFORM

- **Cloud-Based Reporting Platform**
  - Allows Focused Access to One Version of Source Documents
  - Retains Integrity of Campus Submissions Linked for Consolidation
  - Data Links Updated Throughout Fiscal Year End Close Process
  - Audit Trail / Version Control / Sign-Off Alerts
  - Self-Service Access for Legislative Audit Bureau
- **Updates to Campus Financial Team Members**
- **UWSA Harmony Project – April 22 Impact**
- **Due Dates for Year End – File: '00-Due Dates FY24'**
- **Certifications for Topics Typically Requiring Only an Acknowledgement**
- **Tutorial/Refresher Available Upon Request**



## NONMONETARY ACCOUNTING ENTRIES

**Internal Audit Recommendation:** We again recommend [campuses] collaborate with UW System Administration to establish written procedures for recording non-cash transactions in the general ledger. Additionally, procedures surrounding tracking the non-cash transactions, usage, and the related contracts should be documented and implemented.



## NONMONETARY ACCOUNTING ENTRIES

Some transactions involve an **exchange** with another entity (reciprocal transfer) that involves principally **nonmonetary assets or liabilities**. Exchanges that involve little or no monetary assets or liabilities are referred to as **nonmonetary transactions**.



# NONMONETARY ACCOUNTING ENTRIES

¶272-281 In accordance with Governmental Accounting Standards Board (GASB) Statement No. 62 *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*

- accounting for nonmonetary transactions should be based on the fair values of the assets (or services) involved, which is the same basis as that used in monetary transactions
- the cost of a nonmonetary asset acquired in exchange for another nonmonetary asset is the fair value of the asset surrendered to obtain it, and a gain or loss should be recognized, as compared to the book value of the asset surrendered, on the exchange



# NONMONETARY ACCOUNTING ENTRIES

Nonmonetary exchanges may occur independently or may occur as a secondary aspect within other types of transactions, such as:

- Sponsorships
- Gifts-in-kind
- Reduced cost agreements
- Trade agreements



## NONMONETARY ACCOUNTING ENTRIES

Examples of transactions that are **not non-monetary exchanges** include:

- Discounts offered by vendors for volume purchases. Discounts are considered a normal aspect of negotiating a monetary transaction.
- Trade-in of equipment to acquire new equipment.
- Nominal premiums given to donors (such as a t-shirt or coffee mug) as a thank-you acknowledgment for the donation of a gift-in-kind.



# NONMONETARY ACCOUNTING ENTRIES

## Valuing a Nonmonetary Transaction

Nonmonetary exchange transactions are recorded at the estimated fair value of the goods and/or services surrendered by the University. However, if that fair value cannot be determined, then the nonmonetary exchange transaction is recorded at the estimated fair value of the goods/services received by the University.



# NONMONETARY ACCOUNTING ENTRIES

## Reporting a Nonmonetary Transaction

Properly valued nonmonetary exchange transactions must be reported to the UWSA Financial Administration during the fiscal year end financial close process in the designated format. Nonmonetary benefit received and nonmonetary expense incurred entries will be recorded to financial statement line-item revenue and expenditure categories corresponding to their purpose.

Example: The University's Athletic department receives a nonmonetary sponsorship of hotel room credit. The hotel room credit is considered sponsorship revenue; the use of the hotel room credit is considered travel expense.



# NONMONETARY ACCOUNTING ENTRIES

## What is Needed From Campuses

- Identification and gathering of significant nonmonetary transactions
- Record FY24 activity in department ACTUALS ledger using new account numbers:
  - New - 9490 Nonmonetary Exchange Revenue
  - New - 3855 Nonmonetary Exchange Expense
- Use of one account or need for new journal ID?



# TUITION DISCOUNTING

## Current State

### NACUBO's Accounting Principles Council (APC)

- Developed AR 2000-05 Scholarship Discounts and Allowances
  - Not authoritative (not GASB), instead, industry guidance
- Applicable to all public not-for-profit schools, colleges and universities reporting under GASB
- Significant impact due to scholarship discounts and allowances on tuition and housing to students
  - Provides 2 options:
    - Case-by-case application
    - Alternate Method



# TUITION DISCOUNTING

## What is the Discount?

- In higher education, the term “discount” means the reduction of stated tuition rates (“sticker price”) to a net price actually paid by the student.
- Institutional aid (from resources such as endowment funds, contributions, reserves and other undesignated institutional resources) are considered institutional grants that reduce what students pay for college (“out-of-pocket costs”).
- The portion of institutional aid in excess of tuition and auxiliary charges is reported as student financial aid expense.
- Loans are excluded from the discount calculation, as they must be repaid.

Source: NACUBO Advisory 2023-01



# TUITION DISCOUNTING

## Alternate Method used by “all” today - 5 steps

1. Calculate postings to student AR that could potentially generate a refund
2. Determine proportion of institutional resources that represent scholarship allowances and student aid expenses to student AR that could generate a refund
3. Calculate the amount of refunds to be applied as student aid expense
4. Calculate amount of scholarship allowances
5. Allocate scholarship allowances to tuition and auxiliaries



# TUITION DISCOUNTING

## Why Change?

20 years later...

- Significant estimation with Alternate Method
- Information systems have changed, upgraded
- Methodology should reflect campuses' awarding policies
- Methodology consistent with anticipated GASB's project on revenue and expense recognition

**Opportunity for a better calculation**



# TUITION DISCOUNTING

## *NACUBO Advisory 2023-01: Public Institutions: Accounting for and Reporting Financial Aid as a Discount*

- Provides a conceptual framework
- Example calculation methods
- Suggested implementation no later than fiscal year 2025



# TUITION DISCOUNTING

## Example Calculation Methods

- A. Detail by student, data aggregated by term or semi-annually
- B. Detail by student, data aggregated for the entire fiscal year
- C. High-level estimation, data aggregated for the entire fiscal year
- D. Adjusted refunds for the entire fiscal year
  - Method A-C uses “forward flow” concept – calculates the discount directly
  - Method D uses “backward flow” approach – starting with total refunds issued to students who received institutional aid and adjusted to
    - institutional aid payments (loans, cash payments) to determine the discount.



# TUITION DISCOUNTING

## Next Steps - Update

- Gathering data from IT systems
  - Currently working with UW-Madison Bursar Department
- Parallel testing with FY23 data
- Identification of challenges / solutions
- Communication with leadership
  - Lower net Student Tuition and Fees; net zero impact
- Discussion with auditors
- Implementing in financial statements for FY25



# TUITION DISCOUNTING

## Next Steps - Gathering data from IT systems

- UW-Madison Test Report Ties Out Section B-1 Information to Account Status Report [Method A]
- Report Run by Term vs. Run by Date
- Report Utilizes Customizable Table to Include or Exclude Various Types from the Institutional Aid Category [Similar to that Used to Summarize the Student View and Student Bill]



# TUITION DISCOUNTING

## Section B Information from Scholarship and Tuition Discount Submission

Unit:	UWMSN			
Contact Person:	Laura Rader		8/30/2023	
Phone #/Email:	laura.rader@wisc.edu		enter date above when report is complete	
			from Tuition & Fee Remissions	
			Graduate Remissions	Total
			Non-Graduate Remissions	
A] Financial Aid not recognized as revenue		220,613,441		220,613,441
Direct Loans		166,670,911		
Perkins Loans		—		
Health Profession Loans		389,693		
Nursing Loans		720,514		
Institutional Loans		6,983,909		
State Grants		9,641,985		
Private Loans		36,206,429		
B] Financial Aid recognized as revenue		235,740,324		235,740,324
Pell Grants		29,268,816		
SEOG		1,994,633		
Other Federal/State Aid		4,904,906		
HEERF		185,400		
Institutional Scholarships		150,533,673		
Internal Third Party Payments		48,852,896		



# TUITION DISCOUNTING

## Next Steps – Campus Report Replication

- Do campuses have third-party contracts set-up to distinguish internal/external for build of include/exclude table?
- Reporting for use in FY25
  - What is ability or need for monthly reporting?



QUESTIONS



# Tab 6

# Controller Updates

# US Bank Processing

## Previous Day Report

- Set up Previous Day Summary and Detail Report (Emailed Notification)

## Report Review

- Is it in SFS? Yes, Reconcile.
- Not In SFS – Need to make PeopleSoft Deposit.
- Sweep Amount

## Cashier's Office Process Deposits > Run End of Day

- Deposits Transactions not in SFS.
- Using a Clearing Account when we don't have Department Deposit information.

## Business Services Post CR, SF, Financial Aid JV, and DDD Entries

- (Header) CASHIERS DAILY DEPOSIT XXXXXX – USB
- (Journal Line Description) Daily Deposit – Treasury-USB

Fund	Dept	Program	Account	Amount	Jrnl Date	Line Descr	Acct Descr	Jrnl Descr
990	029330	1	9198	-175.00	03/19/2024	Daily Deposit - Treasury- <b>USB</b>	Daily Deposit - Treasury	CASHIERS DAILY DEPOSIT 031924- <b>USB</b>
990	029330	1	9198	-151,126.01	03/01/2024	Daily Deposit - Treasury	Daily Deposit - Treasury	CASHIERS DAILY DEPOSIT 030124

# Consideration

## Are Vendors Pulling Money?

- Student Refunding? UW-Superior – No, we run through SFS, US Bank - AP Account.
- eCheck – Insufficient Funds? Yes, the Vendor processes a Deposit with a Pull.
- Do your deposits cover any outgoing cash? Yes, small risk.

## Can you deposit in PeopleSoft?

- Created Clearing Account – BP Logix Process for Department Deposits.

## Staffing

- Do you need more people involved? Can you easily track the process?

## Understanding the Importance

- Business Services Staff – Timeliness
- Campus – Importance of Submitting Deposit

Questions?

# Fall Controllers Meeting – DDD Entries

<b>Fund 990 Analysis of FY23 journals</b>								
	Days Between INT & DDD			Days Between Receipt <sup>*/**</sup> & DDD				
	Average	Min	Max	Average	Min	Max		
UWSUP	(9.14)	(30.00)	(1.00)	9.14	1.00	30.00	**	

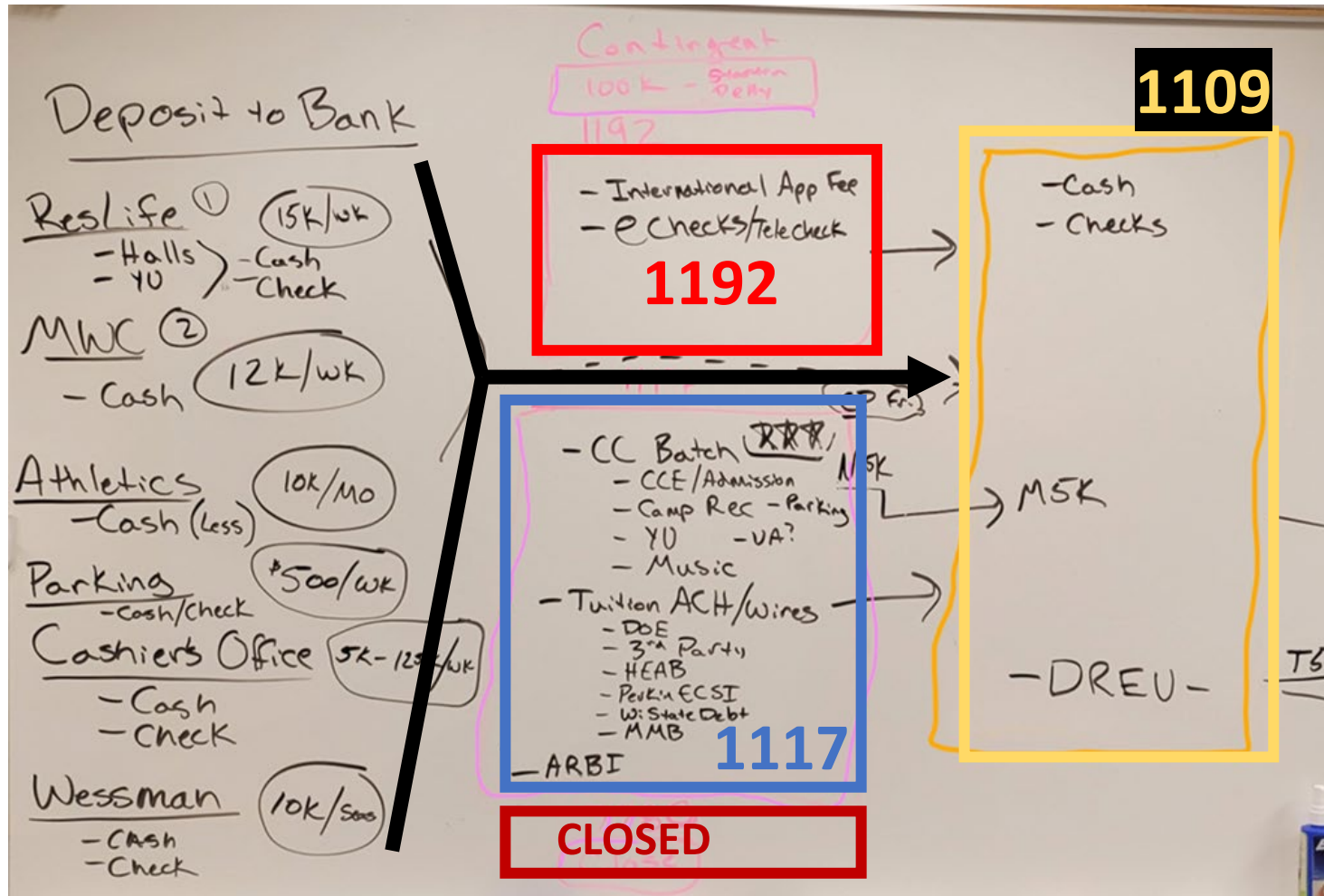
Processing DDD entries 1/week

1 Person Posting

Struggled to Reconcile

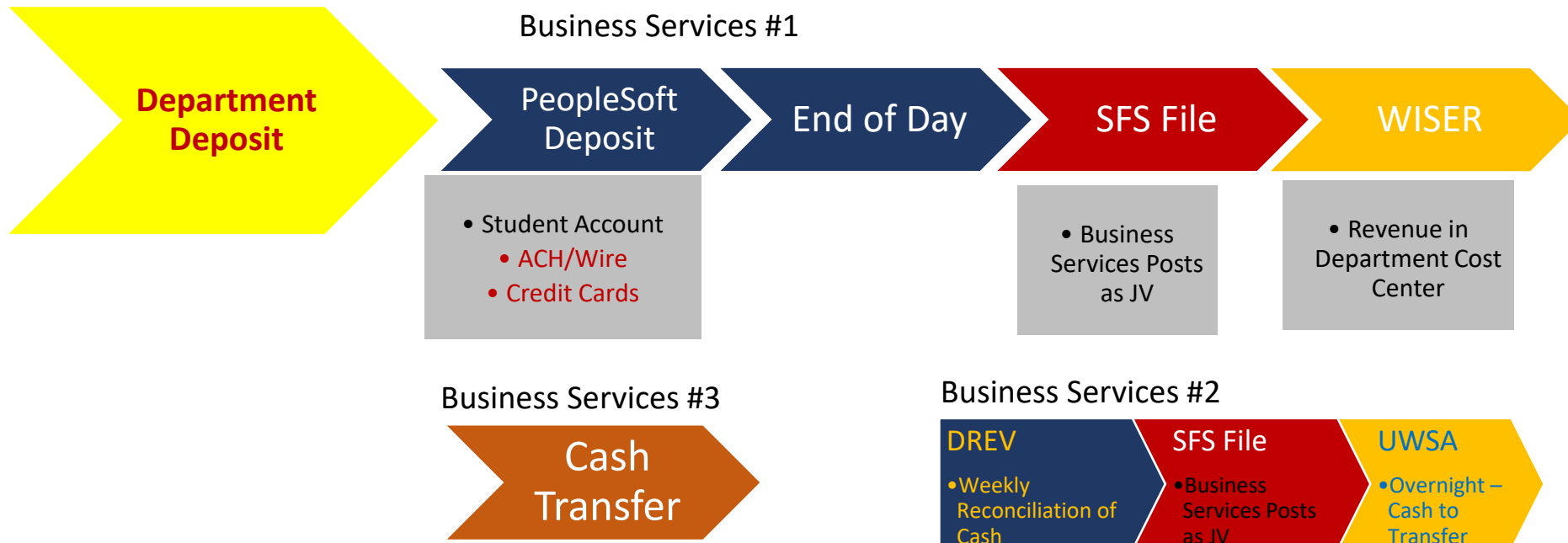
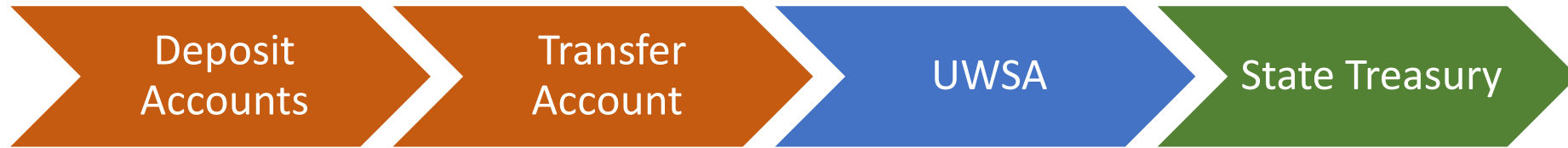
Understanding the Importance

# What is our current set up?



# What is our current business process?

## Electronic Deposits – Cash Flow



# Daily Deposit & Reconciliation

Daily Deposit Totals		
Business Date	3/19/2024 KO	
<b>Business Office: Regular Deposits (1109)</b>		<b>E-Hive Credit Card Deposits (1192)</b>
Cash	2,000.00	1,280.51
Checks	1,043.00	
NSF Checks		
<b>Total Business Office</b>	<b>\$ 3,043.00</b>	<b>Subtotal E-Hive \$ 1,280.51</b>
		<b>US BANK</b>
		Transact 3/13/24 WIL ATHLETE 50.00
		Transact 3/14/24 WIL ATHLETE 25.00
		Transact 3/15/24 WIL ATHLETE 100.00
<b>All Other Deposits (insert department name)</b>		<b>US BANK TOTAL \$ 175.00</b>
MWC 0318	161.00	
YU RES LIFE 0319	280.00	<b>Wire Transfers &amp; Credit Card Deposits (1117)</b>
RES LIFE CROWN 0318	43.00	AMIN ENR DEP 834-840 800.00
YU RES LIFE 0918	263.75	
		MID 2141 PARKING SERV 0318 113.00
		MID 5575 PARKING METER 0318 24.00
		MID 5575 PARKING METER 0318 11.67
		MID 5575 PARKING METER 0318 7.10
		MID 5575 PARKING METER 0318 0.35
		MID 0546 RES LIFE 0318 5,876.00
<b>Total Other Department</b>	<b>\$ 747.75</b>	<b>Subtotal Wire &amp; Credit Card \$ 6,832.12</b>
<b>Subtotal Regular</b>	<b>\$ 3,190.75</b>	
<b>Total Student Fund Deposit (To Student Fund, Credit Card &amp; Wire Transfer)</b>		<b>\$ 12,078.38</b>
<b>A/P Voucher Check (-)</b>		
<b>Refund Reversal A/P Check (+)</b>		
<b>BankMobile Check Total (Acct 1095)</b>		
<b>Net Daily Deposit (Student Fund Deposit Less Cashier Fund Deposit)</b>		<b>\$ 12,078.38</b>
<b>A/P VOUCHERS (net amount for EOD email)</b>		

## E-HIVE (1192)

Day of Week	EOD Date	EOD Deposit Amount	DREV Date Date (1109)	Days to DREV											Un DREVed Balance	Daily Drev Amount		
				Same Day	1 Day	2 Days	3 Days	4 Days	5 Days	6 Days	7 Days	8 Days	9 Days	10 Days				
Monday	2/26/2024	\$ 188,148.42	2/29/2024	\$ -	\$ -	\$ -	\$ 118,148.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuesday	2/27/2024	\$ 150,301.40	2/29/2024	\$ -	\$ -	\$ 150,301.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wednesday	2/28/2024	\$ 135,889.87	3/6/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,889.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Thursday	2/29/2024	\$ 17,656.51	3/6/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,656.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Friday	3/1/2024	\$ 30,340.75	3/6/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,340.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Saturday	3/2/2024																	
Sunday	3/3/2024																	
Monday	3/4/2024	\$ 28,455.87	3/11/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,455.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuesday	3/5/2024	\$ 31,004.79	3/11/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,004.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wednesday	3/6/2024	\$ 20,173.07	3/11/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,173.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	183,887.13
Thursday	3/7/2024	\$ 23,363.75	3/15/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,363.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Friday	3/8/2024	\$ 27,506.86	3/15/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,506.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Saturday	3/9/2024																	
Sunday	3/10/2024																	
Monday	3/11/2024	\$ 77,300.28	3/15/2024	\$ -	\$ -	\$ -	\$ -	\$ 77,300.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	79,633.73
Tuesday	3/12/2024	\$ 56,240.87	3/15/2024	\$ -	\$ -	\$ -	\$ 56,240.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wednesday	3/13/2024	\$ 53,591.19	3/15/2024	\$ -	\$ -	\$ 53,591.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Thursday	3/14/2024	\$ 38,415.45	3/20/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,415.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Friday	3/15/2024	\$ 10,024.93	3/25/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,024.93	\$ -	\$ -	238,002.95
Saturday	3/16/2024																	
Sunday	3/17/2024																	
Monday	3/18/2024	\$ 18,583.23	3/25/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,583.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuesday	3/19/2024	\$ 1,280.51	3/25/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,280.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wednesday	3/20/2024	\$ 8,919.20	3/25/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,919.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	38,415.45
Thursday	3/21/2024	\$ 17,866.02	3/25/2024	\$ -	\$ -	\$ -	\$ -	\$ 17,866.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Friday	3/22/2024	\$ 15,211.93	3/28/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,211.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Saturday	3/23/2024																	
Sunday	3/24/2024																	
Monday	3/25/2024	\$ 53,003.89	3/28/2024	\$ -	\$ -	\$ -	\$ 53,003.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56,673.89
Tuesday	3/26/2024	\$ 31,871.06	3/28/2024	\$ -	\$ -	\$ 31,871.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wednesday	3/27/2024	\$ 35,745.85		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,745.85	\$ -
Thursday	3/28/2024	\$ 12,640.67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,640.67	100,086.88
Friday	3/29/2024	\$ 4,806.06		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,806.06	\$ -
Saturday	3/30/2024																	
Sunday	3/31/2024																	
		\$ 596,346.23		\$ -	\$ -	\$ 85,462.25	\$ 109,244.76	\$ 95,166.30	\$ 59,433.02	\$ 85,912.68	\$ 74,545.96	\$ 23,363.75	\$ -	\$ 10,024.93	\$ 53,192.58	\$ 696,700.03		

# US BANK

US Bank Deposits						
Day of Week	EOD Date	EOD Deposit Amount	DREV (Prior to Deposit)	USB DREV	Un DREVeD Balance	Daily Drev Amount
				Same Day		
Monday	2/26/2024			\$ -	\$ -	
Tuesday	2/27/2024			\$ -	\$ -	
Wednesday	2/28/2024			\$ -	\$ -	
Thursday	2/29/2024			\$ -	\$ -	
Friday	3/1/2024	\$ -		\$ -	\$ -	\$ -
Saturday	3/2/2024					
Sunday	3/3/2024					
Monday	3/4/2024	\$ -		\$ -	\$ -	\$ -
Tuesday	3/5/2024	\$ -		\$ -	\$ -	\$ -
Wednesday	3/6/2024	\$ -		\$ -	\$ -	\$ -
Thursday	3/7/2024	\$ -		\$ -	\$ -	\$ -
Friday	3/8/2024	\$ -		\$ -	\$ -	\$ -
Saturday	3/9/2024					
Sunday	3/10/2024					
Monday	3/11/2024	\$ -		\$ -	\$ -	\$ -
Tuesday	3/12/2024	\$ -		\$ -	\$ -	\$ -
Wednesday	3/13/2024	\$ -		\$ -	\$ -	\$ -
Thursday	3/14/2024	\$ -		\$ -	\$ -	\$ -
Friday	3/15/2024	\$ -		\$ -	\$ -	\$ -
Saturday	3/16/2024					
Sunday	3/17/2024					
Monday	3/18/2024	\$ -		\$ -	\$ -	\$ -
Tuesday	3/19/2024	\$ 175.00	3/19/2024	\$ 175.00	\$ -	\$ 175.00
Wednesday	3/20/2024	\$ -		\$ -	\$ -	\$ -
Thursday	3/21/2024	\$ -		\$ -	\$ -	\$ -
Friday	3/22/2024	\$ -		\$ -	\$ -	\$ -
Saturday	3/23/2024					
Sunday	3/24/2024					
Monday	3/25/2024	\$ 0.50	3/25/2024	\$ 0.50	\$ -	\$ 0.50
Tuesday	3/26/2024	\$ -		\$ -	\$ -	\$ -
Wednesday	3/27/2024	\$ -		\$ -	\$ -	\$ -
Thursday	3/28/2024	\$ -		\$ -	\$ -	\$ -
Friday	3/29/2024	\$ -		\$ -	\$ -	\$ -
Saturday	3/30/2024					
Sunday	3/31/2024					
		\$ 175.50		\$ 175.50	\$ -	\$ 175.50

BO Deposits	Other Deposits	E-HIVE	WIRE & CC	US Bank	DAILY DREV
-------------	----------------	--------	-----------	---------	------------

Daily Drev Tracking						
DREV Date	BO Deposits (1109)	Other Deposits (1109)	E-Hive (1192)	Wire/Credit Card (1117)	US Bank SWEPT	DREV TOTAL (1109)
3/1/2024	\$ 133,596.14	\$ -	\$ -	\$ 17,529.87	\$ -	\$ 151,126.01
3/2/2024						
3/3/2024						
3/4/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/5/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/6/2024	\$ 25,939.12	\$ 47,724.97	\$ 183,887.13	\$ 28,200.26	\$ -	\$ 285,751.48
3/7/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/8/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/9/2024						
3/10/2024						
3/11/2024	\$ 44,751.50	\$ 3,739.00	\$ 79,633.73	\$ 517,230.30	\$ -	\$ 645,354.53
3/12/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/13/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/14/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/15/2024	\$ 39,525.84	\$ 8,425.22	\$ 238,002.95	\$ 78,174.46	\$ -	\$ 364,128.47
3/16/2024						
3/17/2024						
3/18/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/19/2024	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ 175.00
3/20/2024	\$ 16,035.55	\$ 9,786.50	\$ 38,415.45	\$ 17,653.80	\$ -	\$ 81,891.30
3/21/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/22/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/23/2024						
3/24/2024						
3/25/2024	\$ 54,982.99	\$ 837.75	\$ 56,673.89	\$ 444,457.80	\$ 0.50	\$ 556,952.93
3/26/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/27/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/28/2024	\$ 17,691.17	\$ -	\$ 100,086.88	\$ 16,379.42	\$ -	\$ 134,157.47
3/29/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/30/2024						
3/31/2024						
	\$ 332,522.31	\$ 70,513.44	\$ 696,700.03	\$ 1,119,625.91	\$ 175.50	\$ 2,219,537.19

BO Deposits    Other Deposits    E-HIVE    WIRE & CC    US Bank    **DAILY DREV**

Reconciliation		
Amount Not DREV'd		
BO Deposits	\$ (57,350.17)	This should equal the 990 Balance.
Other Deposits	\$ (18,487.35)	
E-Hive	\$ (53,192.58)	
Wire/Credit Card	\$ (3,343.67)	
US BANK	\$ -	
	\$ (132,373.77)	
TOTAL DREV		
July	\$ -	This should DDD Entries in 990
August	\$ (1,392,737.38)	
September	\$ (10,695,554.54)	
October	\$ (4,557,529.05)	
November	\$ (5,680,646.11)	
December	\$ (1,421,231.66)	
January	\$ (10,594,605.34)	
February	\$ (5,348,036.44)	
March	\$ (2,219,537.19)	
April		
May		
June		
DREV TOTAL	\$ (41,909,877.71)	
Total Daily Deposit		
July	\$ 1,194,334.91	This should Equal INT Entries in 990
August	\$ 3,436,097.81	\$ 2,047,238.57
September	\$ 10,480,079.41	
October	\$ 3,115,656.15	ARBI -13,668.67
November	\$ 4,246,878.69	ARBI 13,668.67
December	\$ 1,305,401.86	
January	\$ 11,231,911.52	
February	\$ 4,984,652.56	
March	\$ 2,047,238.57	
April		
May		
June		
	\$ 42,042,251.48	
Month End Balance		ARBI
Reconciled Total	\$ -	

Manager

Funds:

- 100  102  104  109  110  113
- 116  118  123  128  131  132
- 133  136  144  145  146  147
- 148  149  150  161  162  170
- 184  189  231  233  402  403
- 406  980  990  993  999

Options ▾

Period:

YTD thru 9 (Mar)

Program:

All ▾

Projects:

Exclude ▾

Financials Summary

Single Year

Multi Year

Least Detail

Include Period 998

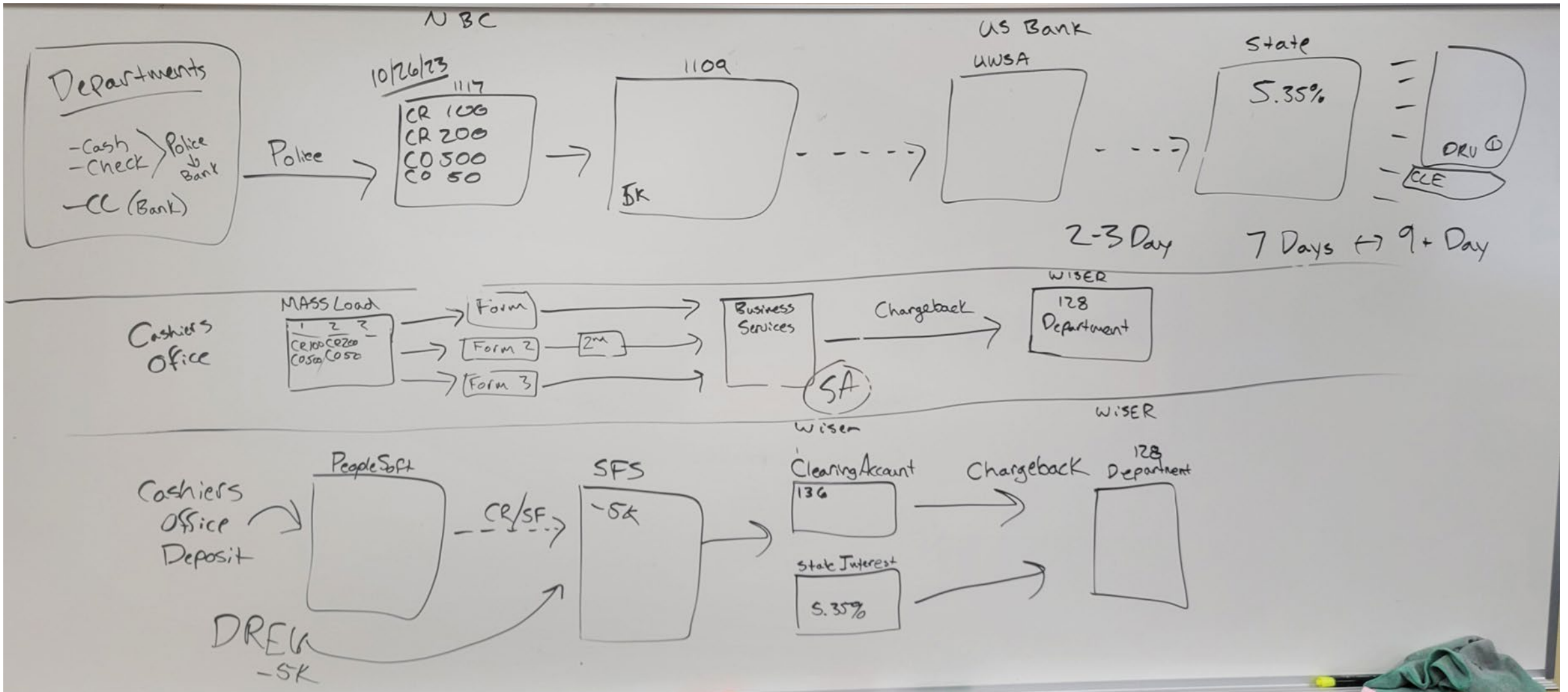


Account	Budget	Mar	Actuals	Encumbrances	Balance
<b>REVENUE</b>					
Total Revenue & Sales Credits					
Revenue (Non Sales Credit)	\$0.00	\$172,298.62	\$-132,373.77	\$0.00	\$132,373.77
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$172,298.62</b>	<b>\$-132,373.77</b>	<b>\$0.00</b>	<b>\$132,373.77</b>
<b>EXPENSES</b>					
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Beginning Fund Balance			\$0.00		
Plus Current Year Revenue			\$-132,373.77		
Less Current Year Expense			\$0.00		
Current Fund Balance			\$-132,373.77		



Questions?

# BP Logix – Department Deposit Flow



# Bank Deposit Mass Clearing Form

BP Logix Form

Processed Date	Total Of All MID & ACH Deposits
4/5/2024	\$1,950.23
Deposit Funding String: 9200-136-026314-1	

MID Description	MID Number	Bank Deposit Date	Bank Amount	Department Depositor	Remove Row
MWC - Online Rec Store	8026842826		\$0.00	Donya Shehan-King	
					Total:\$0.00

MID Description	MID Number	Bank Deposit Date	Bank Amount	Department Depositor	Remove Row
MWC - Front Desk	8013865715	4/4/2024	\$77.00	Donya Shehan-King	
					Total:\$77.00

MID Description	MID Number	Bank Deposit Date	Bank Amount	Department Depositor	Remove Row
Education Outreach	8018668593		\$0.00		
					Total:\$0.00

## ACH Transactions

Deposit Department	Deposit Description	Bank Deposit Date	Bank Amount	Department Depositor	Remove Row
			\$0.00		
					Total:\$0.00

# Department Deposit

## Bank Deposit Clearing Form

Bank Deposit Date	MID Description	MID Number	Bank Amount	Department Depositor
3/29/2024	MWC - Front Desk	8013865715	\$39.00	Donya Shehan-King

Taxable	Tax Deposit	Deposit Amount	Revenue Code (####) (4 Digits)	Fund (###) (3 Digits)	Department (#####) (6 Characters)	Program (#) (1 Digit)	Project Code (XXX####)	Description List Batch Number (30 Characters)	Remove Row
<input checked="" type="checkbox"/>	\$5.69	\$6.00	9475	128	752064	8		Concessions Batch 90	
<input type="checkbox"/>	\$0.00	\$8.00	9342	128	752060	0		Day Pass Batch 90	
<input type="checkbox"/>	\$0.00	\$25.00	9342	128	752060	0		Youth HS membership Batch 90	

Taxable Deposit:	\$5.69									
Non-Taxable Deposit:	\$33.00									
Wisconsin Sales Tax	\$0.28	9224	128	029390	1	WI Sales Tax				
County Sales Tax	\$0.03	9220	128	029390	1	CO Sales Tax				
		Revenue Code	Fund	Department	Program	Description				
	Select ▼	\$0.00	9315							
Deposit Total:	\$39.00									
Bank Amount Must Equal Deposit Total	\$0.00									


Chargeback Posted - Removed from Knowledge View

Forward To User (Optional):	Search for user						
Comments:	<table border="1"> <thead> <tr> <th>User</th> <th>Date</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Donya Shehan-King</td> <td>4/1/2024 10:37 AM</td> <td>MWC CC Deposit Batch 90 3.27.24</td> </tr> </tbody> </table>	User	Date	Comment	Donya Shehan-King	4/1/2024 10:37 AM	MWC CC Deposit Batch 90 3.27.24
User	Date	Comment					
Donya Shehan-King	4/1/2024 10:37 AM	MWC CC Deposit Batch 90 3.27.24					

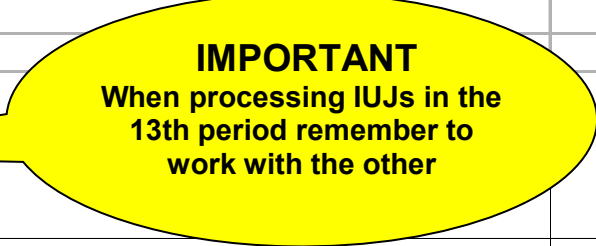


# Knowledge View Report

												WI Sales		
Bank Deposit		Revenue							Deposit	Taxable	Over/Under/	Description	Tax	County Sales
Date	Bank Amounts	MID Description	Department Depositor	Code	Fund	Program	Department	Amount	Amount	Rounding		Amount	Tax Amount	
3/29/2024	\$ 39.00	MWC - Front Desk	Donya Shehan-King	9342	128		0752060	\$25.00	\$ -	\$ -	Youth HS membership Batch 90	\$ -	\$ -	
3/29/2024	\$ 39.00	MWC - Front Desk	Donya Shehan-King	9342	128		0752060	\$ 8.00	\$ -	\$ -	Day Pass Batch 90	\$ -	\$ -	
3/29/2024	\$ 39.00	MWC - Front Desk	Donya Shehan-King	9475	128		8752064	\$ 6.00	\$ 5.69	\$ -	Concessions Batch 90	\$ 0.28	\$ 0.03	
4/5/2024	\$ 65.00	Parking Services	Trish Hegstrom-Olson	9373	128		8841060	\$25.00	\$23.70	\$ -	Batch 584	\$ 1.19	\$ 0.12	
4/5/2024	\$ 65.00	Parking Services	Trish Hegstrom-Olson	9371	128		8841060	\$40.00	\$ -	\$ -	Batch 584	\$ -	\$ -	
4/4/2024	\$ 77.00	MWC - Front Desk	Donya Shehan-King	9342	128		0752060	\$ 6.00	\$ -	\$ -	Guest Pass Batch 94	\$ -	\$ -	
4/4/2024	\$ 77.00	MWC - Front Desk	Donya Shehan-King	9342	128		0752060	\$25.00	\$ -	\$ -	Youth HS Batch 94	\$ -	\$ -	
4/4/2024	\$ 77.00	MWC - Front Desk	Donya Shehan-King	9342	128		0752060	\$16.00	\$ -	\$ -	Day Pass Batch 94	\$ -	\$ -	
4/4/2024	\$ 77.00	MWC - Front Desk	Donya Shehan-King	9475	128		8752064	\$ 5.00	\$ 4.74	\$ -	Concessions Batch 94	\$ 0.24	\$ 0.02	
4/4/2024	\$ 77.00	MWC - Front Desk	Donya Shehan-King	9342	128		0752060	\$25.00	\$ -	\$ -	Alumni member Batch 94	\$ -	\$ -	

University of Wisconsin System SFS Accounting Manual				
Category: General Ledger			Effective Date: Updated Annually	
Task or Process: FY2024 Year-End Closing Timeline			Revision Date: February 2024	
Contact Information: Name - Julia Lengyel		Email - jlengyel@uwsa.edu	Phone - 608-262-5850	
The schedule below provides information about dates, processes, etc. that will occur during the close of fiscal year 2024.				
Date	Event	Fiscal Impact	Issues	Person/Area Responsible
<b>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</b>				
Jan 2	Open FY25 edits for all units	Add and check the edits in other environments, including SFTRAIN.		MSN in Production; SFS staff in other environments
January 31	Send a reminder to BUs regarding dual-year edits in the STD_BUDGET ledger	BUs copy current year ORG_EDIT tree and name it ORG_EDFY with a 7/2/2025 effective date in order for dual edits in the STD_BUDGET ledger to work and for their budget office to load budgets for FY25. Both trees need to be maintained for the remainder of the fiscal year.		Jessica Laeseke
Feb 1	Nightly ETL of SFS data to WISER begins for FY2025	Set up FY25 in WISER		Renee Copes
April 1	The PO module for FY25 is opened in SFS.  Only Grant/Awards NEW YEAR Purchase Orders can be created in SFS; all other orders created in ShopUW+.  CREATED RECORDS WILL NOT INTERFACE INTO SFS UNTIL 7-2-2024			Sarah Peck - communicate to campus SFS Staff - open period
May 1	The Standard Budget Ledger for period 1 of FY25 is opened to allow BUs to begin posting budget journals.	UWSA opens Ledger for all BUs		Julia Lengyel
May 1	BUs should begin closely monitoring encumbrance balances for all funds in SFS. You need to ensure that the SFS balances are accurate by the time we get to the mid-July cutoff.	The SFS balances at end of FY24 will be reported to DOA by UWSA staff. Those balances also dictate the carryover encumbrance balances that may be established in SFS for FY25. Limitations: Any non-catalog PO that has a balance less than \$50 cannot be carried over. All FY24 standing orders must be cancelled before the mid-July closing.	Due to how DOA STAR handles Allotments for Prior Year encumbrances, all purchase orders will be reviewed at the account level.	
May 1	UWSA, DoIT and HRS staff will ensure that all SFS fiscal year based control tables and calendars have been established for FY25 by this date.			Linda Diring
May 09	May A Biweekly is processed (post confirm on 5/10/24)	Salary and all fringe expense is charged to FY24		HRS

Date	Event	Fiscal Impact	Issues	Person/Area Responsible
<b>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</b>				
May 15	Need to identify all projects that will expire at the end of June 30. Also, need list of all internal projects.	This will aid the process of POs for year end. Need 7-1 end date.	Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus
May 23	May B Biweekly payroll is processed (post confirm on 5/24/24)	Salary and all fringe expense is charged to FY24		HRS
May 24	TER Deadline for TERs Audited Centrally	Allow adequate time for the TER audit process which may require resubmission and reapproval.		Lisa Eyers
May 31	<b>Final day for processing FY24 orders</b>	FINAL DAY FOR PROCESSING CURRENT YEAR PURCHASE ORDERS  If you have an invoice, create a Cash with Order PO or complete a Direct Payment		Sarah Peck
June 6	The May accounting period is closed in SFS first thing in the morning	SFS BUs need to have all May journals posted		Julia Lengyel
June 6	The June A Biweekly payroll is processed (post confirm on 6/07/24)	Health and Life fringe cost must be charged to FY24. Summer session Salary and allowable Fringes are charged to FY25. Salary and all other fringe expense is charged to FY24.		HRS
June 17	<b>Cutoff date for FY24 budget transfers that need UWSA approval</b>	To guarantee the processing of any remaining FY24 budget transfers before the end of June, please submit your budget transfer requests by this date. Transfers received after this date will be processed as time allows.		Amanda Haberman
June 19	Update UW_DOA Period 13 table for AP, CR and GL transactions	Navigation - SFS Extensions >DOA STAR Interface > Use > DOA Period 13 Definitions		Julia Lengyel
June 20	The June B Biweekly payroll is processed (post confirm on 6/21/24)	Health and Life fringe cost must be charged to FY24. Summer session Salary and allowable Fringes are charged to FY25. Salary and all other fringe expense is charged to FY24.	Will be posted with 6-21 date to Period 12	HRS

Date	Event	Fiscal Impact	Issues	Person/Area Responsible	
<b>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</b>					
June 21	The Pro-Card billing period that ends today will be the last one charged to FY2024	Payment can be processed on June 24-27th (FY24). Expense distribution journal will be posted in period 12 (FY24)	On June 24th, you will get the statement indicating the total amount due.  Note: The only time the upload process will change the date to July 1 is when the cycle end dates are 6-26, 27, 28, 29 or 30.	Jessica Laeseke/Ginger	
<p><b>ProCard Interface Load:</b> Option 1 (Preferred)</p> <p>1) Process the payment on June 24-27th through a regular pay cycle with a cash payment made in FY2024. If unable to process the payment by June 27th - See Option 2.</p> <p>2) Institutions with a seven-day reallocation period will receive the SBF file on July 1st. The file must be uploaded by July 3rd and posted with a FY24 date to Period 12. Note: The only time the upload process will change the date to July 1 is when the cycle end dates are 6-26, 27, 28, 29 or 30.</p> <p>Option 2</p> <p>1) If unable to process the payment by June 27th - use account 3100 (or your default account code) as usual in FY2025.</p> <p>2) Process an Internal Transfer Journal (INT) in FY25 to clear account 3100 to account 7105. This will establish the balance sheet account that will carry over between years.</p> <p>3) Process an Internal Transfer Journal (INT) in FY24 reversing the entry made in FY25. This will clear the 7105 and re-establish the expenditure on account 3100.</p> <p>4) ) Institutions with a seven-day reallocation period will receive the SBF file on July 1st. The file must be uploaded by July 3rd and posted with a FY24 date to Period 12.</p>					
				<b>VERY IMPORTANT</b>	
<p><b>SFS P-Card Module:</b></p> <p>Friday, June 21st - The final daily file load of transactions posted on June 21st will deliver on Sunday, June 23rd. The SFS team will upload the June 21st daily file on Monday June 24th. Transactions posted to credit cards through June 21st will be paid in FY24; All p-card transactions must be reconciled and approved in SFS by June 27th. Any transactions not reconciled by June 27th will be manually forced to system close. It is highly recommended that reconciling be completed by the June 27th due date since funding cannot be changed once close. Cost transfers would then have to be done to move the funding. Caution should be given to the timing of purchases during this timeframe because purchases posted to accounts on June 24th or after will be posted to FY25. If in doubt, please ask the vendor when the charge will be posted to purchasing card</p>					
				Jessica Laeseke/Ginger	
June 22	All FY24 salary encumbrance balances will be cancelled by this time by HRS staff.	HRS will run the process to close out the encumbrance balances on June 22nd.	Salary encumbrances will not be posted for the remainder of FY24.	Renee Copes and HRS	
June 23-30	BUs <b>must not</b> process any check cancels, voids, or stop payments during this period unless there is certainty that there are sufficient payment dollars to cover the negative dollar effect of those transactions.	Encumbrance calculations will run the final time on Friday June 14th prior to the 6M Post confirm processing.	Failure to comply with this rule may result in PY journals that have a negative balance. We cannot interface negative balance data to DOA.	Vicki Kissack - communicate to Controllers and Bursars	
<b>VERY IMPORTANT</b>					

Date	Event	Fiscal Impact	Issues	Person/Area Responsible
<b>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</b>				
June 28	Business Units run final Pay Cycle Manager process that will create FY24 'PY' journals.  Pay Cycles (as many as desired) can be run up until 3:30 p.m.  PY journal posting is performed after 4:00 p.m.		<p>BU's must reconcile their Accounts Payable balance to unpaid AP vouchers.</p> <p>BU's that have Accounts Payable balances at end of the fiscal year must be able to track and verify that offsetting Accounts Payable transactions charged to the new fiscal year (in PY journals) do accurately bring the old fiscal year balances to zero.</p>	Vicki Kissack
June 28	JET Accounting dates change to July 1 at 4pm. For UWMSN it will remain the 13th period until 4pm on July 8. All other institutions the date will remain July 1 until the night of the 15th.			Lea Erickson
				
June 28	Entry of June deposits against A/R is complete		Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus
June 28	Pre-Close reconciliation of all balance sheets Accounts is completed.	GM - A/R and UAR	Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus
June 28	UWSA staff will open period 13 for all BU's except Madison. Madison staff will do the same for their BU.			Julia Lengyel, Lea Erickson
June 28	All prior year purchase order encumbrance balances must be cleaned up by this date			Sarah Peck
June 28 or prior to	Update AP open periods for the next fiscal year			Vicki Kissack
July 1	<b>No pay cycle or expense processing for either fiscal year may be performed on this date.</b>			Vicki Kissack
				
July 1	<b>You must not cancel, void, or put a stop on any payments on this day!!!</b>			Vicki Kissack
				
July 1 or prior to	Query the COMBO_RULE_TBL record and identify any combo edit rules that ended, or will end, PRIOR to or on 07/01 current FY and adjust end date if necessary.			Linda Diring

Date	Event	Fiscal Impact	Issues	Person/Area Responsible	
<i>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</i>					
July 1	This is the SFS accounting period calendar date that represents the 13th month.	All BUs must make certain that journals for the 13th period are assigned a journal date of July 1.			
			<b>VERY IMPORTANT</b>		
July 2	The SFS ledgers are opened for posting of FY25 journals and all other normal daily operations.			Julia Lengyel	
July 2	PO Rollover from FY24 to FY25 is started for all business units.			Sarah Peck	
July 3	The June C Biweekly payroll is processed (post confirm on 7/03/24)	Health and Life fringe cost must be charged to FY25.	6C payroll final calc and confirm is on 7/3, journals will interface on 7/5 with a 7/1 journal date for the NON BSR (summer session) transactions. 7/2 or 7/3 journal date for BSR.	HRS	
July 3 to 15	BUs work on year-end checklist. Checklist should be certified by July 15				
July 4	Holiday Observed				
July 5	Deadline to complete PO rollover and for Controllers to sign off on certification totals			Sarah Peck	
July 5	Final reconciliation of Accounts Payable to Project Costing is completed.		Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus	<b>VERY IMPORTANT</b>
July 5	BI Complete processing all invoices in PeopleSoft.		Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus	<b>VERY IMPORTANT</b>
July 5	F&A and Fringe Allocations must be current.	All Errors Resolved	Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus	<b>VERY IMPORTANT</b>
July 5	Complete Cash Application of FY24 payments	Determine cash application process after 7/17 (entered into the GL via manual journal entry for the A/R, Cash and Unapplied Cash accounts?)	Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus	<b>VERY IMPORTANT</b>
July 5	The June accounting period in SFS is closed (early am)	BUs must have all final journals for June posted before this date		Julia Lengyel	
July 8 to 15	UWMSN Restricts use of JET tool by campus users			Lea Erickson	
July 9	<b>FY25 salary encumbrance initialization process will be started on this date by HRS staff.</b>			Renee Copes and HRS	

Date	Event	Fiscal Impact	Issues	Person/Area Responsible	
<b>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</b>					
July 11	UWSA staff release FY25 pre-paid fringe data (6C) to be sent to DOA	UWSA staff will initiate this release by checking the appropriate boxes in one of the Salary Maintenance panels of SFS.		Renee Copes	
July 11	UWSA staff release FY24 Summer Session salary and fringe data to be sent to DOA.	UWSA staff will initiate this release by checking the appropriate boxes in one of the Salary Maintenance panels of SFS.		Renee Copes	
July 12	<b>This is the last day that FY24 Direct Retros can be processed through HRS (period 13).</b>	This is the last date HRS has the page unlocked for campus users to enter direct retros.		HRS	
July 15	<b>All direct retros must be posted to SFS by this date.</b>	This deadline applies to HRS, not campuses, to clean up any issues with processing and to post all journals by period 13 close.		HRS	
July 15	UWMSN – First Day for FY25 for JET and Cost Transfer Tool			Lea Erickson	
July 15	Year-End Checklist is due for UWSA review				
July 15-16	UWSA review BUs' checklists	Institutions will be contacted for coding corrections as needed.		Cora Beach	
July 15	All Institutions except Madison - Last day to process IUJ journals in JET. Last day to process journals using Cost Transfer Tool. The fiscal year will change at 4 pm.				
July 15	Final day for SFS BUs to post FY24 data in SFS (period 13).  Journals entered in prior days must be posted. Any journals entered today must be posted during the day. All journals must be posted by 3:30 pm.  Period 13 is closed in SFS at 4:00 pm. UWSA staff will verify that all FY24 journals are posted before closing the period.	All FY24 Fund 990 revenue distributions should be complete by this date. Fund 990 Cash Balance (account 6100) must net to zero.  All Fund 998, Department PAYCLR balances must be at zero.  All Fund 128 PRDFLT and PRSUSP must be zero.  All Fund account 1000 must be zero.  All Payroll Interface "default coding" balances must be at zero.	See Fiscal Year Closing Process Checklist at: <a href="https://www.wisconsin.edu/financial-administration/accounting-and-budget-control/">https://www.wisconsin.edu/financial-administration/accounting-and-budget-control/</a>		
July 16	Review of Year-End Checklist is completed			Cora Beach	
July 16	BUs begin working on identifying any period 998 adjustments they will need to post to SFS. BUs should verify that end of year cash balances are properly accounted for in SFS.	Dollar amounts can be shifted between Program, DeptID, and Project codes within the same fund and major line. <b>Transfers that cross state appropriations (Block grants) and/or account are not allowed.</b>	Period 998 adjustments can be loaded to SFS by the BU, but must get UW System Assistant Controller review and approval before the journals can be posted. <b>Period 998 adjustments must be completed by Aug. 15</b>		

Date	Event	Fiscal Impact	Issues	Person/Area Responsible	
<b>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</b>					
July 16 through July 29	UWSA staff begins final reconciliation with DOA. Final adjustments that affect BUs are identified and processed.	Final adjustment journals will be posted directly in SFS to period 13.		Julia Lengyel	
July 16	GL - Run final fiscal year journal generation for all modules		Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus	
July 16	GL - Enter manual post-close journal entries to update balance of Balance Sheet Accounts.		Note: this item only applies to business units using the Grants modules (MSN, MIL, SYS and STP)	Grants Campus	
July 18	The July A Biweekly payroll is processed.	<b>First full payroll to be entirely in FY25</b>		HRS	
August 1 through August 15	UWSA staff clear 131 cash balances from BU accounts via period 998 adjustments				
	Cash account balances in all GPR funds and SEG annual funds are zeroed via an SQR program run at UWSA with the exception of cash balance to cover any accruals.	All GPR and SEG Annual fund/org balances for Cash (account 6100) should be at zero at the start of the new year. Verify by looking at data in period zero of the new year.	Funds involved are: 100, 101, 102, 103, 104, 106, 109, 110, 112, 113, 116, 117, 118, 119, 126, 163, 169, 171, 172, 174, 188, 191, 402, 403, 406, and 601		
	UWSA staff create period 998 journals to move 997 and 980 fringe clearing balances to their proper carryover DeptID				
	Staff at BUs work on getting encumbrance budgets (PY_ENC) from FY24 loaded to FY25 in SFS				
	Staff at BUs work on getting carryover budgets (CARRYOVER) from FY24 loaded to FY25 in SFS				
	Staff at BUs work on getting gift/grant/trust budgets loaded to FY25 in SFS	There should be no budget data loaded for accounts that are totally closed out.			
	Staff at BUs review to ensure there are no balances in inactive depts/projects and that cash is in the appropriate program codes				
	All "first pass" period 998 journals for FY24 are posted for all BU's. The BUs perform journal uploads to get the period 998 adjustments into SFS. UWSA staff review/approve the data and post the journals.	Account balances get moved to the funding that is appropriate/desired for carryover to the new fiscal year.			
	The fiscal year "close" process is run for all BUs (done by UWSA staff) so that the effect of the period 998 adjustments can be reviewed in period zero of FY25 and in WISER.				

Date	Event	Fiscal Impact	Issues	Person/Area Responsible	
<i>SFS performance may be slower than usual over FYE due to month-end and year-end processing on top of normal daily processing.</i>					
	Additional period 998 adjustments are created and posted as needed				
	The fiscal year close process is re-run for BU's as needed				
	All FY24 closing activity is expected to be completed by August 15				
August 1	Run Year-End Close process for ADB calculation for DOA	Must be done first thing in the morning the first business day of August. The close must be reversed the same day.		Cora Beach	
August 1	Last day UW can post FY24 data in STAR			Julia Lengyel	
August 6	UW's Forms 78 Certified			Ginger Hintz	
August 30 or earlier if possible	Transfer Cash From UWSYS 131 to AJE_LEDGER to cover GPO Shifts.			Julia Lengyel	

# UW System Fiscal Year Closing Process Checklist

## Fiscal 2024

- 1        **Budget Balance Report:** Review annual and biennial GPR funds to ensure the use of funding is maximized and lapsing is minimized. For funds with available budget balance, record additional allowable expenditures up to the allotment amount. For funds with overdrawn balance, shift expenditures and/or encumbrances to PR funds with the same statutory purpose.
- 2        **Funds 123:** Cash balance must be zero. Revenue to cover all expenditures must be transferred from fund 128 or from other PR funds.
- 3        **Fund 128 Seg Fee Distributions:** Ensure the distributions to the Seg Fee     units net to zero to prevent double counting revenues.
- 4        **Fund 128 payroll default coding (PRDFLT), (PRSUSP), and account 1000 (All Funds):** Must be zero.
- 5        **Fund 104:** All non-fringe 104 should be fully expended prior to FYE. Any over- or underspending needs to be corrected through related activity on Funds 132 and/or 189. As always, transfers of salaries must include related fringes. Any residual amounts on 104 will be included in the Carryover process with the other Block Grant 111 funds.
- 6        **Fund 133 / Account 3930 expenditures:** Must net to zero.
- 7        **Fund 136 Ensure That Pass Through Loans are Cleared Out:** Pass through loan programs such as Great Lakes Higher Education should come in and go out on the same account code to eliminate double counting of revenue and expenditure. Revenue from pass through loan programs will be coded to revenue in fund 131 when students pay tuition and fees.
- 8        **Fund 145 Work Study Fringes:** Verify that only non-student administrative fringe benefits are being charged to fund 145.
- 9        **Fund 990 Clearing:** Ensure that the cash balance in fund 990 is zero before the mid July cutoff. All revenue should initially be deposited to fund 990 and should be coded to 9198. Amounts should be cleared from 990 on account 9182. Since the recommended accounts for deposit and clearing crosswalk to the same DOA code, the activity for 990 nets to \$0 as required by the State Controller's Office. Institutions that need to record other account codes in fund 990 for deposit and clearing must consult the DOA crosswalk table on the SFS website to ensure that deposit and clearing occur on the same DOA account code.  
**PLEASE PROVIDE BACK-UP FOR THIS CHECKLIST ITEM IN WORKIVA**
- 10        **Accounts Receivable Write-offs:** Verify that uncollectable accounts receivable have been written off.

- 11 \_\_\_\_\_ **Accounts Receivable Balances:** Verify that any outstanding accounts receivable balances (6200, 6210 and 6240) are reconciled to the detail unpaid invoices that support the total. Institutions must be able to substantiate their balances.
- 12 \_\_\_\_\_ **Accounts Receivable – Grants:** Verify that the general ledger summary balances for 6201, 6202 and 6209 are supported by the detail contained in the grants module tables. Verify that the sum of billed accounts receivable and unbilled accounts receivable equals grants revenue.
- 13 \_\_\_\_\_ **Faculty salary advances:** Verify account 6160 and 6163 have a zero balance. The exception would be if the advance was given in June of the current Fiscal Year.
- 14 \_\_\_\_\_ **Travel Advances:** Institutions must be able to substantiate the balance of advances (6166, 6167, 6241) recorded in SFS. **Expenditure** account codes must not be used on fund 991.  
**PLEASE PROVIDE BACK-UP FOR THIS CHECKLIST ITEM IN WORKIVA**
- 15 \_\_\_\_\_ **Advanced Deposits:** Ensure that advanced deposits are properly recorded in the old and new fiscal years. Revenues for the new fiscal year collected prior to June 30 should be recorded as deferred revenue in the old fiscal year with a debit to cash (6100) and a credit to deferred revenue (7400). All advanced deposit revenue initially deposited to fund 990 should be cleared to the appropriate fund so that the fund 990 balance at the end of the fiscal year is zero.
- 16 \_\_\_\_\_ **Accounts Payable Balances:** Verify that any outstanding balance in accounts payable (7100) is reconciled to the detail unpaid vouchers supporting that total. Institutions must be able to substantiate their balances. By agreement with the State Controller’s Office, the UW System must be able to provide a detail reconciliation of the summary accounts payable balance in STAR.
- 17 \_\_\_\_\_ **Vouchers Payable Between Years:** During the July accounting period of the new fiscal year, ensure that all amounts recorded to vouchers payable between years (7105) are cleared with a credit to vouchers payable between fiscal years and a debit to the appropriate expense account. Institutions can ignore fund 980 as this will be cleared by the service center.
- 18 \_\_\_\_\_ **Deferred Revenue Clearing:** During the July accounting period of the new fiscal year, ensure that all amounts recorded to deferred revenue (7400) are cleared with a debit to deferred revenue (7400) and a credit to the appropriate revenue account.
- 19 \_\_\_\_\_ **Deferred Revenue within Fiscal Year:** Ensure that the deferred revenue balances in account 7405 are at zero by the mid July closing. Deferred revenue amounts crossing fiscal years should be coded to account 7400.
- 20 \_\_\_\_\_ **Revenue Clearing Accounts:** Verify that all revenue is **reconciled** in any revenue clearing accounts/funds. Some revenue received late in the year may not be distributed until early the following year.

- 21 \_\_\_\_\_ **Credit Memo Write-offs:** Verify that worthless credit memos have been written off.
- 22 \_\_\_\_\_ **Federal overhead:** Verify that fund 150 revenue in account 9905 equals fund 144 expenditures on account 3930. This is exclusive of the 150 assessment.
- 23 \_\_\_\_\_ **Federal administrative expense:** Verify that the combined administrative expense reimbursement on account 9905 for funds 145, 146, 147 and 148 is offset by the account 9905 total in fund 144.
- 24 \_\_\_\_\_ **Minnesota Reciprocity:** Ensure that all balances on account 9199 are in fund 131.
- 25 \_\_\_\_\_ **Surplus Property Sales:** Ensure that account 9940 (State Share of Surplus Property Sales) is only used with fund 963. **Please do this as one of the first items. DOA wants to clear this early in July.**
- 26 \_\_\_\_\_ **Credit Fees:** Verify that credit fees are correctly coded in fund 131 or fund 189. Fund 131 credit instruction fees should not be coded to fund 189.
- 27 \_\_\_\_\_ **Academic Excellence Scholars:** Each institution should verify that the current year cash match contributed to the program is at least equal to the amount contributed in 91-92, the first-year base budget allocation was received. The Academic Excellence Scholar program is governed by Wis. Stat. Section 39.41 and Wis. Admin Code Ch. HEA 9 and provides \$2,250 to Wisconsin high school seniors who have the highest grade point average in each public and private high school up to 8 semesters.
- 28 \_\_\_\_\_ **Review of Small Dollar Encumbrances:** Institutions should review small dollar purchase orders resulting from failure to fully liquidate a purchase order when the obligation no longer exists. Purchase orders that have had no activity in the past 12 months should be closed at fiscal year end. All non-catalog encumbrances under \$50 should be closed by the mid July cutoff.
- 29 \_\_\_\_\_ **Purchase Order Blankets:** All blanket orders should be liquidated at fiscal year end. Carryover encumbrance budget authority should not include amounts for blanket orders. Only legally enforceable commitments for services and goods maybe encumbered. Purchase orders for Sundry Vendors, Miscellaneous Vendors or other nonspecific vendors may not be carried over.
- 30 \_\_\_\_\_ **Purchase Order Justification:** If it is necessary to carryover a purchase order for a second year, the institution must justify the encumbrance carryover. Per DOA guidelines, written justification for all purchase orders carried over for a second year need to be on file with the System Controller by May 31.
- 31 \_\_\_\_\_ **Library encumbrances:** Institutional blanket encumbrances for library books may be converted to a regular purchase order and adjusted to reflect the lesser of the unencumbered budget balance for library books and periodicals or the outstanding book orders at June 30. No budget transfers may be made to increase the budget for library books.

- 32 \_\_\_\_\_ **Inter-Institutional Agreements (IIAs):** Ensure that all IIAs for the closing fiscal year have been processed by both the buying and the selling institutions.
- 33 \_\_\_\_\_ **Out-of-Balance Journal Verification:** Run out-of-balance Queries and Nvision reports on the ACTUALS Ledger. The nVision report to determine if chart fields are out of balance can be found in SFS under Reporting Tools – Report Console. Click on Quick Run, nVision Report Request, then in the Report ID field search for “OOB”. Run OOB\_3 or OOB\_5 as appropriate.
- 34 \_\_\_\_\_ **Out-of-Balance Verification For DOA (Orphans):** Run DOA Balance Queries and nVision reports on the ACTUALSs Ledger. The nVision report to determine if chart fields are out of balance can be found in SFS under Reporting Tools – Report Console. Click on Quick Run, nVision Report Request, then in the Report ID field search for “DOA\_CHK5”. All orphans must be cleaned up before year-end close.
- 35 \_\_\_\_\_ **Program “R”:** Verify that there are no expenditures or sales credits on program R.
- 36 \_\_\_\_\_ **Outstanding checks:** Verify that outstanding checks have been reviewed for stale dates and related procedures have been followed.  
**PLEASE PROVIDE BACK-UP FOR THIS CHECKLIST ITEM IN WORKIVA**
- 37 \_\_\_\_\_ **Terminal leave funding:** Verify that the only charges hitting the terminal leave funding are the actual lump sum payment and related social security and medicare. All other charges should be moved to the funding used during the employee’s normal payroll.
- 38 \_\_\_\_\_ **Nonsalary Legal Settlements:** Verify that nonsalary legal settlements are zero on GPR funds. Nonsalary legal settlements include account codes 1909 Fac/Acad – NonSal Legal Settle and 1944 University Staff – NonSal Legal Settlement.

**Fiscal Year End Closing Checklist NVision Report should be used for the checklist completion.** Navigation in SFS: Reporting Tools>PS/nVision>Define Report Request; Enter BU and Report ID – campus abbreviation followed by \_FY (e.g., MSN\_FYE); As Of Reporting Date – 07/01/YY. Run the report.

**CONTROLLER CERTIFICATION:** I certify that the year-end checklist procedures listed above have been performed.

X \_\_\_\_\_

Date \_\_\_\_\_

Due date for submission of the completed checklist to the UW System Controller’s office is July 15, 2024.



# HARMONY PROJECT

Controller/Bursar Conference April 11, 2024



## BACKGROUND

- Universities of Wisconsin Administration is consolidating domains into wisconsin.edu
- Go live April 22, 2024



# EMAIL ADDRESS CHANGES

Type	Old Email	New Email
General user (ex – Steven Hopper)	<a href="mailto:hoppers@uwsa.edu">hoppers@uwsa.edu</a> (alias will still work)	<a href="mailto:Steven.Hopper@wisconsin.edu">Steven.Hopper@wisconsin.edu</a>
Name with special punctuation (ex – Amy Starzynski-Coddens)	<a href="mailto:astarzynski@uwsa.edu">astarzynski@uwsa.edu</a> (alias will still work)	<a href="mailto:Amy.StarzynskiCoddens@wisconsin.edu">Amy.StarzynskiCoddens@wisconsin.edu</a>
Distribution Groups	<a href="mailto:cabinet@uwsa.edu">cabinet@uwsa.edu</a> (alias will still work)	<a href="mailto:cabinet@lists.wisconsin.edu">cabinet@lists.wisconsin.edu</a>
Shared Mailboxes	<a href="mailto:compliance@uwsa.edu">compliance@uwsa.edu</a> (alias will still work)	<a href="mailto:compliance@wisconsin.edu">compliance@wisconsin.edu</a>

- IMPORTANT – All emails to the old @uwsa.edu address will be automatically delivered to the new @wisconsin.edu inbox
  - Users will not lose any email sent to the old address
  - All new sent email will come from the new @wisconsin.edu address



## EMAIL ADDRESS CHANGES

Accounts Payable

[ap@wisconsin.edu](mailto:ap@wisconsin.edu)

Accounts Receivable

[ar@wisconsin.edu](mailto:ar@wisconsin.edu)

Auxiliary Budget Officers [auxiliary@lists.wisconsin.edu](mailto:auxiliary@lists.wisconsin.edu)

Budget Officers

[budoff@lists.wisconsin.edu](mailto:budoff@lists.wisconsin.edu)

Budget transfers

[budgettransfer@wisconsin.edu](mailto:budgettransfer@wisconsin.edu)

Bursars

[bursars@lists.wisconsin.edu](mailto:bursars@lists.wisconsin.edu)

Construction

[construction@wisconsin.edu](mailto:construction@wisconsin.edu)

Controllers Only

[ControllersOnly@lists.wisconsin.edu](mailto:ControllersOnly@lists.wisconsin.edu)

Controllers Plus

[ctrlr@lists.wisconsin.edu](mailto:ctrlr@lists.wisconsin.edu)



## EMAIL ADDRESS CHANGES

FAST

[fast@lists.wisconsin.edu](mailto:fast@lists.wisconsin.edu)

Financial Aid Officers

[fao@lists.wisconsin.edu](mailto:fao@lists.wisconsin.edu)

Grant Accountants

[grantacct@lists.wisconsin.edu](mailto:grantacct@lists.wisconsin.edu)

Interunit Journal

[iuj@lists.wisconsin.edu](mailto:iuj@lists.wisconsin.edu)

Purchasing Card

[cardadmin@wisconsin.edu](mailto:cardadmin@wisconsin.edu)

Travel Coordinators

[campustravelcoordinators@lists.wisconsin.edu](mailto:campustravelcoordinators@lists.wisconsin.edu)



## IMPACT TO CAMPUSES

- Site membership from “external accounts” (non @uwsa.edu emails) will not migrate
  - Site owners will have to manually re-invite these users
  - Impacts Teams, SharePoint, One Drive



QUESTIONS



# Tab 7

# Bankruptcy & Collections





# BANKRUPTCY AND COLLECTIONS TRAINING

Noah Brisbin  
Matt Lind  
Andrew Preboski



# CREDIT AGREEMENTS



# OVERVIEW OF TOPICS



What are credit agreements?



Why do we need them?



What should they consist of?



How can the UW System in particular use them?



## WHAT ARE CREDIT AGREEMENTS?

A contract (with voluntary offer/acceptance and intent to be bound) between a lender and borrower, containing:

- A lender's promise to loan funds
- A borrower's promise to repay
- A specified repayment period



# WHY DO WE NEED CREDIT AGREEMENTS?



- To establish a default payment plan.
- To create evidence of an obligation to repay.
- We are no longer taking the position that our credit agreements can survive bankruptcy.



# WHAT SHOULD CREDIT AGREEMENTS CONSIST OF?

- To be enforceable and to survive a bankruptcy, a credit agreement must be:
  - Made in writing
  - Completed contemporaneous to the exchange of educational services for payment
- Statement of the underlying exchange
  - educational services  $\leftrightarrow$  payment of tuition, fees, room and board, etc.
- Explicit statement of extension of credit
- Description of repayment
  - installment plan, applicable fees/charges, due dates, interest



# WHAT SHOULD CREDIT AGREEMENTS CONSIST OF?

- Borrower's promise to pay
  - principal, fees/charges, interest
- Consequences of nonpayment
  - Course cancellation/registration hold
  - Holds on transcripts or diploma
  - Default and acceleration
- Consent to collection fees



# WE ARE A UNIQUE LENDER

The Wisconsin Supreme Court has held that the UW System is not a “merchant” under the Wisconsin Consumer Act (Ch. 421 et seq., Wis. Stats.)

- See Board of Regents of the University of Wisconsin System v. Mussallem, 94 Wis.2d 657, 289 N.W. 2d 801 (1980)



# SIGNIFICANCE OF OUR UNIQUENESS

We have discretion with respect to:



Finance charges in closed-end credit plans



Delinquency charges for past-due amounts



The appearance/form of our credit agreements



The inclusion of Wisconsin marital property notices



# CREDIT AGREEMENTS IN PRACTICE



Credit agreements can be offered to students at any time, and should be offered in any case where charges are not paid in full by an initial due date



Credit serves as a backstop to supplement any personal payments and anticipated financial aid



Agreements should be executed as soon as practicable—upon enrollment/registration for classes



Students who are minors can't sign contracts, and should have parents/guardians sign on their behalf



## EXAMPLE TERMS

“In order to enroll as a student and register for classes at University, I understand that I am responsible for payment in full of all University educational expenses, including applicable tuition fees, housing fees, meal plan fees, and other fees incurred in connection with my registration and attendance.”

“Although all amounts owed are payable on the relevant due date, University recognizes that students, including myself, may not make such payments in full on the relevant due dates for each semester. At its discretion and if certain requirements are met, University would extend credit to me to allow me to pay certain past due amounts pursuant to a payment plan.”



## EXAMPLE TERMS

"I agree to pay:

- "The amount of all segregated fees, tuition, textbook rental, housing, health services, meal plan, and any other charges related to University's provision of services to me;"
- (Installment plan/finance charge details);
- "Any other late charges or collection costs that may become due under this agreement."



## EXAMPLE TERMS

“I understand that my failure to pay any amounts assessed by University when due may result in my registration for courses being cancelled without advance notice.”

“I understand and agree that University will restrict the use of my records to prevent my registration and withhold my transcripts in the event I fail to comply with the payment obligations of this agreement.”



## EXAMPLE TERMS

“I understand and agree that if I fail to make any payment when due, University may declare the entire balance owed (including principal and finance charges) to be due and payable within 30 days after giving me notice of such default and demand for payment in full.”



## EXAMPLE TERMS

"I hereby expressly and severally waive by myself as the debtor, demand of payment, presentment for payment, notice of dishonor, notice of non-payment, and all other notices except those required by law, and I further agree that this agreement is controlled by the holding of Board of Regents of the University of Wisconsin System v. Mussallem, 94 Wis.2d 657, 289 N.W.2d 801 (1980), and that University may, without notice to myself as the debtor, and without affecting the liability of myself as the debtor, renew or extend this agreement, accept partial payment thereon, or settle or compromise the amount due or owing."



# COLLECTIONS



What happens when a student doesn't pay a bill?



How should we communicate with debtors?



Whom can we use to help collect outstanding balances?



How do we respond to requests from debtors?



# LATE OR MISSING PAYMENTS

- This triggers obligations under the underlying contract.
- To enforce a contract you need to document everything.
- Also, you need to document your documentation.
- Make sure the documentation is clear and understandable.



# WISCONSIN PUBLIC RECORDS LAW

- All your documents are public records.
- Students are entitled to their own records.
- Any request for information that is contained in a document should be treated as a request for a record.
- Talk to your public records officers/custodians



# DUE PROCESS

- The amount of process that is due is measured by what you're taking away and the possibility of getting it wrong.
- Two elements
  - Notice – the debtor needs to have enough information so that they can give you a meaningful response
  - Ability to be heard – review what the debtor has to say and the documents the debtor provides.



# LITIGATION HOLD

- Once you reasonably anticipate using a debt collector to recoup funds, you need to preserve all the records related to those documents from automatic destruction.
- Best practice – create an electronic file for accounts in collection with pdf snapshots.



# INTERDEPARTMENTAL COMMUNICATION



Make sure you have records that can track down any amounts owed to other departments, i.e., housing, the bookstore, etc.



## COMMUNICATION WITH DEBTOR

- Make sure to keep copies of your communications with the debtor
- Communicate with the debtor on a regular basis.
- Keep a log of all calls and emails.





# COMMUNICATION FROM THE DEBTOR



- Make sure that you can document the amount owed and why it is owed.
- Make sure that you document any excuses the debtor has.



# LEGAL ENVIRONMENT

- Contracts – more about that in the next presentation
- Statutory issues:
  - Wisconsin Consumer Act
  - Fair Debt Collection Practices Act
  - These apply to our vendors, but not to us



# REQUESTS FOR DEBT VERIFICATION

- If you get a form letter that requests “debt verification” under any federal law, send it to us.
- We have a template response.
- It is also a public records request.

6/9/17



University Wi Eau Claire  
PARK & GARFIELD AVE  
Eau Claire, WI 54702

To University Wi Eau Claire,

I am asking that University Wi Eau Claire validate University Wi Eau Claire's all account history information University Wi Eau Claire conveyed regarding a student loan to the three consumer reporting agencies for my name, [REDACTED] for account [REDACTED]. Since personally harmful an error may be present within material you reported, I must request that you send this validated information within a month of receipt of this request.

Additionally verify that the account was established legally. I need more than a review without detail. Instead, I am calling for a full audit.

If this documentation cannot be provided within one month, details transmitted by your company to the major consumer reporting agencies must not be considered trustworthy and may suggest University Wi Eau Claire's intention to violate my statutory rights. If this is the circumstance, recall those bureau reports quickly.

Thank you for any assistance you will provide.

Sincerely,





## WORKING WITH OUTSIDE DEBT COLLECTORS

- They do not have the same powers and authority that State Debt Collection (SDC) does.
- If an outside debt collector says that the debt is uncollectable, that is evidence you can cite in your request to write-off a debt.





# DEBT COLLECTORS - CONTRACTS

- The debt collection contracts are authorized by Department of Administration.
- These contracts generally provide for legal services to be provided and have been properly approved.



# JUDGMENTS

- Obtaining a judgment expands your legal rights to a claim, because you are collecting on the judgment and not the debt.
- Judges in Wisconsin are very skeptical of the State acting as a debt collector.



# SMALL CLAIMS COURT



\$10,000 or less



No lawyer necessary



Can be done by University employee or Collection Agency



The forms, process, and costs can be found on your county clerk's website



Process explanation is found on the [Wisconsin Court System website](#)



Wisconsin Small Claims Form ([Form SC-6000](#))



# BANKRUPTCY



## LEGAL BACKGROUND—THE U.S. CONSTITUTION

- Bankruptcy is provided for in the U.S. Constitution and implemented through a number of federal laws.
- It was created to allow debtors to start fresh as a means of avoiding some of the excesses of British debtor prisons.
- It facilitates individuals providing for themselves despite their debts by conferring certain benefits when they file a bankruptcy petition.



# THE AUTOMATIC STAY

- As soon as a bankruptcy case is filed in federal court (or a Chapter 128 case is filed in state court), an automatic stay applies to creditors—we cannot take any action to collect a debt.
  - For example, we cannot send a letter demanding payment.
    - This does not include sending a statement of account summarizing what is owed.
  - We cannot withhold official and unofficial copies of a student's transcript based on their unpaid balance.
    - But we can charge standard transcript fees.
  - We cannot enforce a registration hold based on their unpaid balance.
    - But we can require prepayment (including federal dollars) IF we do this consistently for other students who have missed or made late payments.



# PREFERENTIAL TRANSFERS

- If a student makes a payment in the 60 days before filing a bankruptcy petition, due to a payment plan, collection action, etc., we must return those funds.
- We can still claim those funds in a proof of claim or if they are exempt from discharge.



# BANKRUPTCY TYPES AND TIMELINES

Bankruptcy Type	Jurisdiction	Process Length
Ch. 7 (Liquidation with no assets)	Federal	3-6 months
Ch. 7 (Liquidation with assets)	Federal	1-3 years
Ch. 11 (Reorganization)	Federal	3-5 years
Ch. 13 (Wage-Earner's)	Federal	3-5 years
Ch. 128 (Debt Consolidation)	State	3 years



# BANKRUPTCY PLANS; PROOF OF CLAIMS

- In a Chapter 7, there is rarely much of a plan.
- In a Chapter 13 or Chapter 128, the plan will lay out how the debtor intends to pay.
  - We will file a proof of claim for you to retain your rights.
  - Normally, our debts are treated as “other unsecured debts,” and are low in priority in the plan.
  - You may receive a few pennies on the dollar from the plan.



# DISCHARGE VS DISMISSAL

## Dismissal

- Debtor fails to follow the bankruptcy plan
  - Missed payments
  - Missing documentation
  - Failure to pay filing fee
- **Result:** It's as if the bankruptcy never occurred. Creditors are able to resume collections on their debts including interest and finance charges that accrued during the bankruptcy.

## Discharge

- Debtor successfully completed the bankruptcy
- **Result:** All debts are erased unless they fall into the category of nondischargeable debts
- If the debt is nondischargeable, so are the collection costs. If the debt is dischargeable so are the collection costs.

When a case is discharged, the court doesn't provide an explicit list of dischargeable and nondischargeable debts. It's a matter of interpretation.



# WHAT DEBTS ARE NONDISCHARGEABLE?

## Nondischargeable debts:

- Perkins and other federal loans
- Tuition debts with a credit agreement\*\*\*
- Library and parking fines
- Benefit overpayments
- Debts not listed in the bankruptcy filing\*

## Dischargeable debts:

- Housing debts
- Tuition without a credit agreement
- Registration Fees
- Most other debts

**Dischargeability Questions?**

Contact the Office of General Counsel



# EXCEPTIONS TO DISCHARGE:

## 11 U.S.C. § 523(8)

- (8) unless excepting such debt from discharge under this paragraph would impose an undue hardship on the debtor and the debtor's dependents, for—
  - (A)
    - (i) an educational benefit overpayment or loan made, insured, or guaranteed by a governmental unit, or made under any program funded in whole or in part by a governmental unit or nonprofit institution; or
    - (ii) an obligation to repay funds received as an educational benefit, scholarship, or stipend; or
  - (B) any other educational loan that is a qualified education loan, as defined in section 221(d)(1) of the Internal Revenue Code of 1986, incurred by a debtor who is an individual;



# UNDUE HARDSHIP

- Generally, total and permanent disability.
- If there is a finding from a government agency that the individual is eligible for disability benefits, it's generally not cost effective to pursue collections.
- If we contest this issue, then there is a hearing.



# \*\*\*NEW(-ISH) DEVELOPMENTS IN POST-BANKRUPTCY COLLECTIONS

This applies only to student debtors who have:

- Filed a bankruptcy case,
- Named a UW university, AND
- Received a discharge in that case.



## HAZELTON AND ESPINO

- In 2017, a debtor (*Hazelton*) challenged a 10+ year old version of our credit agreement and a federal court found that it did not constitute an “educational loan” excepted from bankruptcy discharge.
  - That case was appealed from federal Bankruptcy Court to federal District Court and the University lost in the Western District of Wisconsin.
- In 2021 (*Espino*), the Northern District of Illinois found that the current version of our template credit agreement does not create an “educational loan” that survives bankruptcy discharge.
  - This case was appealed in the similar manner and UW lost again.



# POTENTIAL FOR SANCTIONS; NEXT STEPS

- Neither court issued sanctions against the UW System.
  - However, the *Espino* court suggested that if another case came up on the current credit agreement, sanctions might be warranted in the future.
- Since the *Espino* decision, we have:
  - Paused post-bankruptcy collections,
  - Reevaluated of our legal position in these cases, and
  - Considered a potential rewrite of our template credit agreement.



# GOING-FORWARD TASKS

- Cross-reference active collections cases against discharged bankruptcy cases in which we were named as a creditor.
  - Pull those cases back from DOR or other collections manually.
- Bankruptcy case information may be in:
  - UW System Bankruptcy SharePoint Site ([https://uwsystemadmin.sharepoint.com/sites/ogc/bankruptcy\\_collections/Shared%20Documents/Forms/AllItems.aspx](https://uwsystemadmin.sharepoint.com/sites/ogc/bankruptcy_collections/Shared%20Documents/Forms/AllItems.aspx))
  - Campus Financial Systems
  - DOR Collections Portal



# SYSTEM AND CAMPUS LEVEL DATA

## System Bankruptcy SharePoint site

- Only contains documents uploaded by campuses or received directly by System
- Previous system only had folders and documents
  - Didn't have sortable metadata
- Current system allows metadata
  - But quality of metadata varies by campus

## Campus Financial Account Portal

- Check if there's account "flag" history (if possible)
  - Discharge
  - Bankruptcy hold removed

## DOR collections portal

- Check if discharges are recorded



# FUTURE OF CREDIT AGREEMENTS

- Enrollment T&Cs are still useful for several reasons, but the *Hazelton* and *Espino* decisions require us to reconsider how we issue these/solicit signatures to create “educational loans” that can survive bankruptcy discharge
- Practically speaking, credit agreements must:
  - Provide a specific amount of credit,
  - Provide a specific installment plan, and
  - Issue by financial aid in conjunction with financial aid OR by the bursar after the payment due date



# WORKING WITH OGC



# OGC CONTACTS

## Intake Form

- <https://www.wisconsin.edu/general-counsel/intake-form>

## Noah Brisbin, Senior System Legal Counsel

- [nbrisbin@uwsa.edu](mailto:nbrisbin@uwsa.edu)
- 608-262-4045

## Matt Lind, Senior System Legal Counsel

- [mlind@uwsa.edu](mailto:mlind@uwsa.edu)
- 608-890-3281

## Andrew Preboski, Administrative Assistant

- [apreboski@uwsa.edu](mailto:apreboski@uwsa.edu)
- 608-265-2960



# HOW CAN THE OGC HELP?

## Advice

## Services

- Filing bankruptcy claims
- Approving write-offs over \$10,000
- Responding to debt validation letters
- Sending nondischargeable debt letters
- Satisfying or assigning judgments



# OGC SHAREPOINT SITE

(NEW URL GOING  
LIVE ON APRIL 22<sup>ND</sup>)

UNIVERSITIES OF WISCONSIN | SharePoint | Search this site

BROWSE PAGE

**UW UNIVERSITY OF WISCONSIN SYSTEM** | Bankruptcy and Collections Home Page | PACER | VCIS | CCAP | EDIT LINKS

## Bankruptcy & Collections

Listserv: [collections@uwsa.edu](mailto:collections@uwsa.edu)

### SharePoint Overview and Guidance

- [Campus Bankruptcy and Collections Documentation Guide\\_2022-02-24.pdf](#)
- [Bankr SharePoint Naming Convention\\_2018-03-02.xlsx](#)
- [2019-11-18 Bankruptcy Training PowerPoint.pptx](#)
- [2021-10-25\\_Post-Bankruptcy Collections After Espino Ruling.pptx](#)
- [2022-11-30 Dischargeability of Debt.pdf](#)

### Memos

- [Collection Costs for Nursing Student Loans\\_2019-02-06.pdf](#)
- [2017-06-06 Transcript Holds Collection Bankruptcy Memo.pdf](#)
- [DOE Guidance\\_Undue Hardship Discharge of Title IV Loans in Adversary Proceeding\\_2015-07-07.pdf](#)
- [Skip Tracing Services\\_2019-11-19.pdf](#)

### Weekly Bankruptcy Notices [3]

+	New	↑	Upload	↻	Sync	↻	Share	More	▼
✓	📄	Name							
	📄	Spirit Commercial Auto Risk Retention Group Inc., Nt of Receivership	...						
	📄	Receivership- AAA Sales & Engineering, Inc & AAA-GPC Holdings, LLC MKE Co. 20CV6775	...						
	📄	Receivership - TKT Realty LLC MKE Co. 20CV465	...						
	📄	Receivership - AGP MKE 6331 Milwaukee, LLC MKE Co. 20CV3995	...						
	📄	Receivership - Adaptive Micro Systems, LLC MKE Co. 19CV5209	...						

### Bankruptcies & Collections Action Documents

+	New	↑	Upload	↻	Sync	↻	Share	More	▼
✓	📄	Name	Modified	Modified By					
	📁	COL	... March 12, 2019	☐ Andrew Preboski					
	📁	EAU	... May 15, 2023	☐ Andrew Preboski					
	📁	EXT	... March 12, 2019	☐ Andrew Preboski					
	📁	GBY	... May 15, 2023	☐ Andrew Preboski					
	📁	LAC	... May 15, 2023	☐ Andrew Preboski					
	📁	MIL	... May 15, 2023	☐ Andrew Preboski					

### Home

- Bankruptcies & Collections Action Documents
- Archives-Expand to select campus to view
  - Archives-EAU-Xythos Folders
  - Archives-LAC-Xythos Folders
  - Archives-MIL-Xythos Folders
  - Archives-MSN-Xythos Folders
  - Archives-OSH-Xythos Folders
  - Archives-PLT-Xythos Folders
  - Archives-PRK-Xythos Folders
  - Archives-RVF-Xythos Folders
  - Archives-STO-Xythos Folders
  - Archives-STP-Xythos Folders
  - Archives-SUP-Xythos Folders
  - Archives-WTW-Xythos Folders
  - Archives-COL-Xythos Folders
  - Other
- DOJ Weekly Notices



# WORKFLOW INITIATORS

Content Type	Document Type
New Bankruptcy	Notice of Commencement
Debt Validation	Request Letter
Nondischargeable Debt	Account Statement
Write-Offs	Account Statement
Judgments (assignments/satisfactions)	Account Statement

Regular Scan ... X 1 selected All Documents

2017-11-10 Statement of A... X

Properties Edit all

2017-11-10 Statement of Account Sample\_Stark.pdf

Content Type  
Non-Dischargeable Debt Letter

Name \*  
2017-11-10 Statement of Account Sample\_Stark.pdf

Document Type \*  
Other

Debtor's First Name  
Catelyn

Debtor's Middle Name  
Enter value here

Debtor's Last Name  
Stark

Debtor's Full Name  
Catelyn Stark

Debtor's Student ID Number

More details

Debtor's First N...
andrews
joe
Andrew
Larry
Sandy
Catelyn
Brian
Talon
Elijah
Akeem
Tina
Mickey
MC

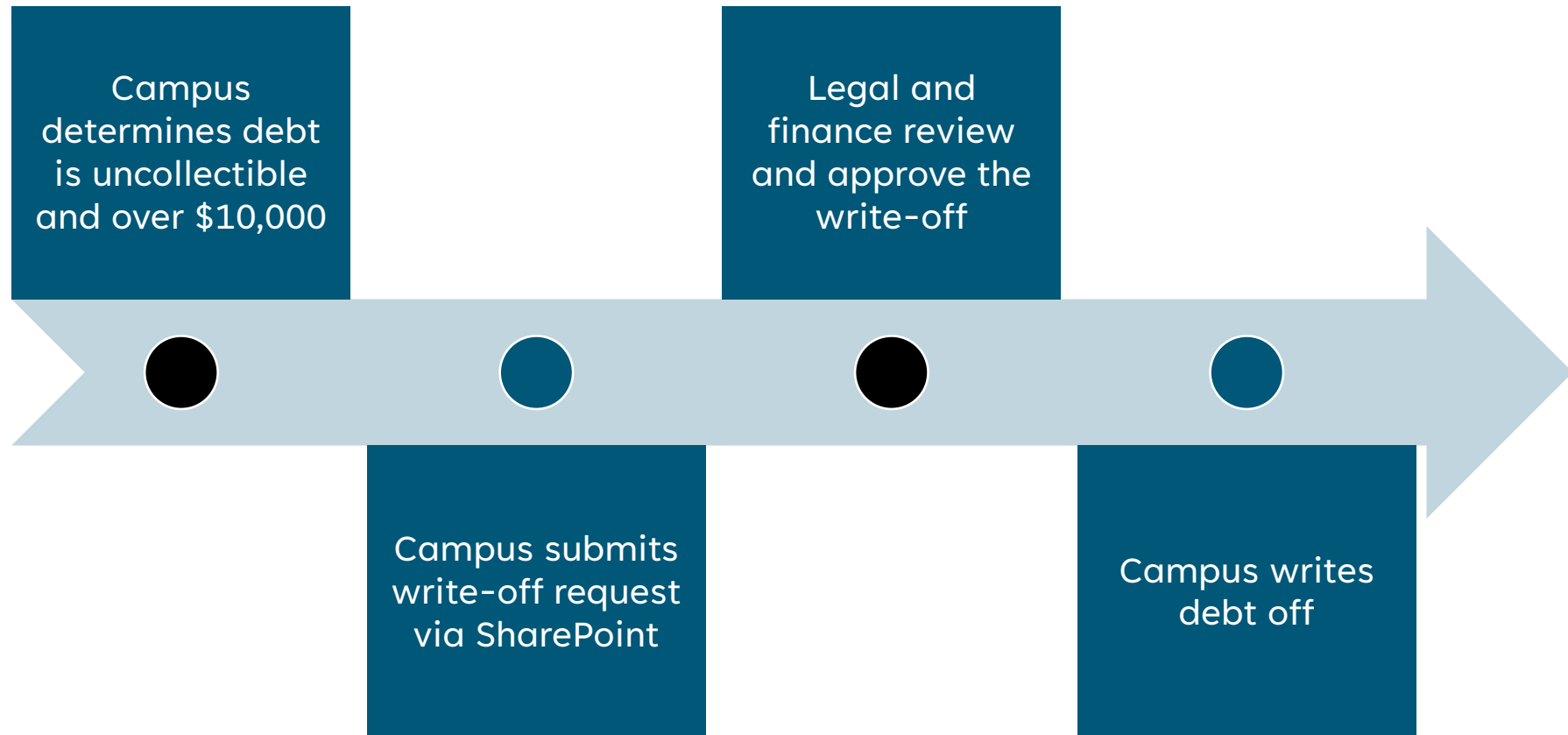


## BANKRUPTCY PROCESS OVERVIEW

1. Campus notified of bankruptcy proceedings
2. Campus enacts bankruptcy hold
3. Campus submits bankruptcy documentation to OGC
4. OGC reviews campus submission
5. OGC files proof of claim (POC)
6. [During bankruptcy] campus submits any additional bankruptcy documents received
7. Bankruptcy ends (Discharge/Dismissal)
8. Dischargeability of debt determined
9. Campus resumes collections on nondischargeable debt/writes off discharged debt



# WRITE-OFF PROCESS





# NONDISCHARGEABLE DEBT PROCESS



Debtor questions  
dischargeability of debt

Campus notifies OGC via  
SharePoint

OGC prepares response letter

OGC mails response letter to  
debtor or debtor's attorney



# DEBT VALIDATION PROCESS

Campus receives debt validation request

Campus submits request to OGC

OGC prepares response letter

OGC mails response letter to debtor



Office of General Counsel  
Matthew J. Lind | 608-890-3281 | [mlind@uwsa.edu](mailto:mlind@uwsa.edu)  
System Legal Counsel  
1842 Van Hise Hall,  
1220 Linden Drive  
Madison, WI 53706  
website: <https://www.wisconsin.edu/general-counsel/>

Quinn Williams  
Noah Brisbin  
Aaron Dumas  
Wade Harrison  
Kristin Johnson  
Jennifer Sloan Lattis  
Matthew J. Lind

Via U.S. Mail

April 5, 2024

DebtorFirstName DebtorsLastName  
DebtorsAddress  
DebtorsCityStateZip

Re: Debtor: DebtorFirstName DebtorsLastName  
Creditor: University of Wisconsin-Campus ("UW-Campus," the "University")  
Account Number Provided: 387135916PERK1010

Dear Ms. DebtorsLastName,

I am responding on behalf of the UW-Campus to your letter requesting for validation dated September 18, 2020. UW-Campus is not required to validate your debt. UW-Campus is not a "debt collector" within the meaning of [section 803](#) of the Fair Debt Collections Practices Act (the "Act") and is, therefore, not subject to the validation requirements of [section 809](#) of the Act. Therefore, any request you make to UW-Campus under the Act does not affect the University's rights to collect your debts.

Enclosed is a statement showing your account as paid-in-full. If you are requesting additional records, please contact:

CampusContact  
[Insert Campus Address Line 1]  
[Insert Campus's City, State, Zip]  
[Insert Campus Phone Number]

Sincerely,

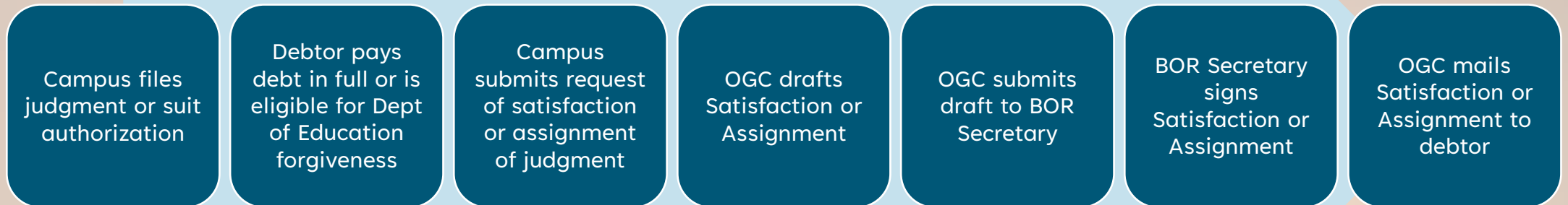
Matthew J. Lind,  
System Legal Counsel

Enclosures: Letter from Ms. DebtorsLastName to UW-Campus, dated September 18, 2023  
Account Statement, dated October 8, 2023

cc: CampusContact



# JUDGMENT PROCESS



- Debtor is responsible for filing Satisfaction of Judgment with Court
- Campus is responsible for filing Assignment of Judgment with Court